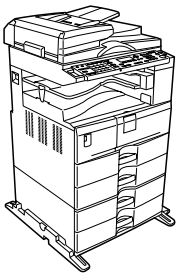
# FAX Option Type 2500

## Operating Instructions

# Facsimile Reference




1 Transmission

2 Send Settings

3 Reception

4 Changing/Confirming Communication Information

5 Fax via Computer

6 Appendix


Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

### Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

### Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

### Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

### Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

# NOTICE

## ❖ NOTICE TO USERS (NEW ZEALAND)

- The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.
- This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.
- This equipment shall not be set up to make automatic calls to the Telecom "111" Emergency Service.
- If a charge for local calls is unacceptable, the "Dial" button should NOT be used for local calls. Only the 7-digits of the local number should be dialled from your telephone. DO NOT dial the area code digit or the "0" prefix.
- This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
- This device may be subject to ringing or bell tinkle when calls are made from another device on the same line. If this occurs, the problem SHOULD NOT be referred to the Telecom Faults Service.
- This equipment should not be used under any circumstances, which may constitute a nuisance to other Telecom customers. For example, repeated attempts to make unsolicited sales offers to the same number or group of numbers, such as when a block of numbers terminate on the same PABX.
- The call log incorporated in this equipment does not record all answered calls. The call log, therefore may not agree with the Telecom account which may include calls not shown on the log.
- Not all telephones will respond to incoming ring when connected to the extension socket.

# Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine.

**Important**

- ❒ Media differ according to manual.
- ❒ The printed and electronic versions of a manual have the same contents.
- ❒ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- ❒ Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.

### ❖ About This Machine

Be sure to read the Safety Information in this manual before using the machine. This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

### ❖ General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

### ❖ Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables.

### ❖ Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage.
For enhanced security, we recommend the following settings.

- Install the Server Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.
- Change the user name and password of the administrator using Web Image Monitor.

For details, see “Setting Up the Machine”, Security Reference.
Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

### ❖ Copy Reference

Explains Copier functions and operations. Also refer to this manual for explanations on how to place originals.

### ❖ Facsimile Reference

Explains Facsimile functions and operations.

### ❖ Printer Reference

Explains Printer functions and operations.

### ❖ Scanner Reference

Explains Scanner functions and operations.

### ❖ Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine.

### ❖ Other manuals

- Quick Reference Copy Guide
- Quick Reference Fax Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- PostScript 3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
  - DeskTopBinder Lite Setup Guide
  - DeskTopBinder Introduction Guide
  - Auto Document Link Guide

### Note

❒ Manuals provided are specific to machine types.

❒ For "UNIX Supplement", please visit our Web site or consult an authorized dealer.

❒ "PostScript 3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.

❒ The following software products are referred to using general names:

| Product name | General name |
|---|---|
| DeskTopBinder Lite and DeskTopBinder Professional *1 | DeskTopBinder |

*1 Optional

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# How to Read This Manual

## Symbols

This manual uses the following symbols:

***⚠ WARNING:***

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

***⚠ CAUTION:***

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

**Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

**Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

**Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

**[ ]**

Indicates the names of keys that appear on the machine's display panel.

**【 】**

Indicates the names of keys on the machine's control panel.

## Name of Major Option

Major option of this machine is referred to as follows in this manual:

- Auto Document Feeder capable of scanning both side of a sheet → ARDF

## Names of Major Functions

This machine's major functions are referred to in this manual as follows:

- Internet Fax (by specifying an e-mail address) → Internet Fax
- Internet Fax (by specifying an IPv4 address) → IP-Fax

# Reading the Display

This section explains how to use the keys on the control panel and screen items.

The display guides you through operations, shows messages, machine status, and destinations registered in the destination lists.

If you press the 【**Facsimile**】 or 【**Clear Modes**】 key during operation, the standby screen appears.

Press the 【**OK**】 key to complete the settings.

Press the 【**Escape**】 key to return to the previous screen.

**Note**

❒ This machine automatically returns to standby mode if you do not use the machine for a certain period of time. You can select the period using the Facsimile Auto Reset Timer in System Settings.

❒ To return to the standby screen manually, do one of the following:

- If you have placed the original in the optional ARDF and have not pressed the 【**Start**】 key, remove the original.
- If you have not placed an original, press the 【**Clear Modes**】 key.
- If you are in User Tools mode, press the 【**User Tools/Counter**】 key.

**Reference**

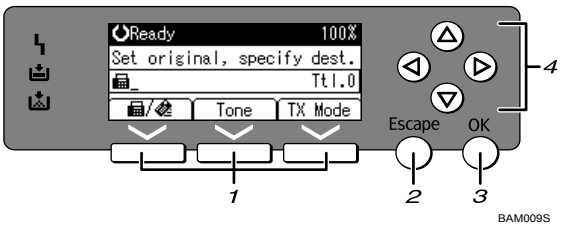
"System Settings", General Settings Guide

"Fax Features", General Settings Guide

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

# Reading the Display Panel and Using Keys

This section explains screen items and their corresponding keys.




### *1.* Selection keys

Correspond to items at the bottom line on the display.

Example: The standby display

- When the instruction "Press **[/]**" appears in this manual, press the left selection key.
- When the instruction "Press **[Tone]**" appears in this manual, press the middle selection key.
- When the instruction "Press **[TX Mode]**" appears in this manual, press the right selection key.

### *2.* 【Escape】key

Press to cancel an operation or return to the previous display.

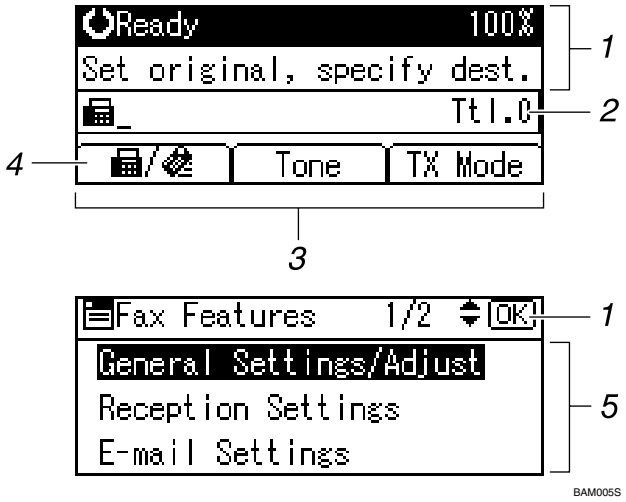
### *3.* 【OK】key

Press this to set numeric values, make settings, or select an entered item.

### *4.* Scroll keys

Press to move the cursor to each direction one by one.

When 【▲】, 【▼】, 【►】 or 【◄】 appears in this manual, press the scroll key of the same direction.




1. **Machine status and message**
2. **Destination entry**
3. **Selection keys**
4. **Switches the destination type between and .**

   To specify fax numbers or IP-Fax destinations, select .

   To specify e-mail addresses, select .
5. **Selectable items**

**Note**

- ❒ The display will differ depending on installed optional units.
- ❒ You can change Internet Fax setting under E-mail Settings in the Fax Features menu.
- ❒ You can change IP-Fax settings under IP-Fax Settings in the Fax Features menu.

**Reference**

p.9 “Transmission Modes”

p.53 “Specifying a destination using the Quick Dial key”

p.62 “Searching for a Destination in the Address Book”

“Fax Features”, General Settings Guide

# Function List

This section explains various items that can be specified in the Fax Features menu.

Click the【User Tools/Counter】key to display the Fax Features menu. For details about the settings, see "Fax Features", General Settings Guide.

### ❖ General Settings/Adjust

| Function name | Description |
|---|---|
| Adjust Sound Volume | Adjust the sound volume during On Hook Mode and Immediate Transmission. |
| Program Fax Information | Register the sender details that appear on the recipient's fax machine and faxed document. |
| On Hook Release Time | Use this function to specify a time to cancel On Hook mode after you transmit using On Hook dialing. |
| Set User Function Key | Program frequently used functions in the User Function Keys. |

### ❖ Reception Settings

| Function name | Description |
|---|---|
| Switch Reception Mode | Specify the method for receiving fax messages. |
| Authorized Reception | Specify whether or not unwanted fax messages are to be screened out. |
| Checkered Mark | Specify whether or not a checkered mark is to be printed on the first page of received fax documents. |
| Center Mark | Specify whether or not a centre mark is to be printed halfway down the left side and at the top centre of each page received. |
| Print Reception Time | Specify whether or not received date and time are to be printed at the bottom of received fax messages. |

## ❖ E-mail Settings

| Function name | Description |
|---|---|
| Internet Fax Settings | You can select to display the Internet Fax icon or not. When you want to send an Internet Fax, set On to display the icon. |
| Maximum E-mail Size | Use this setting to limit the size of sent e-mail, so that destinations that refuse e-mail over a certain size can still receive your e-mail. When this function is set to on, you cannot send e-mail that is larger than the specified limit. |
| SMTP RX File Delivery | This function is available on systems that allow routing of e-mail received via SMTP. |

## ❖ IP-Fax Settings

| Function name | Description |
|---|---|
| Enable H.323 | Specify whether or not H.323 is used for IP-Fax transmission. |
| Enable SIP | Specify whether or not SIP is used for IP-Fax transmission. |
| H.323 Settings | Set the IPv4 address and alias telephone number of the gatekeeper. |
| SIP Settings | Set the SIP server's IPv4 address and SIP user name. |
| Gateway Settings | Register, change, or delete the gateway used for transmission to IP-Fax. Register to use the gateway without using the gatekeeper/SIP server. |

### ❖ Administrator Tools

| Function name | Description |
|---|---|
| Print Journal | Prints a Journal. Up to 50 of the latest results of transmission/reception results can be checked on this machine. |
| Print TX Standby File List | Use this function to print the transmission standby file list. |
| Communication Page Count | Checks the transmission and reception, and totals on the display. |
| Memory Lock | When you switch Memory Lock on, received documents are stored in memory and not printed automatically. |
| Forwarding | Specify whether or not received fax messages are to be forwarded to a programmed receiver. |
| Folder TX Result Report | When a folder is included in the forwarding destination or the forwarding destination by special sender, the specified destination will be notified of the results of forwarding. |
| Parameter Setting | Parameter Settings allow you to customize various settings to suit your needs. To change function settings, set the Parameter Switches. |
| Program Special Sender | Program/Change/Delete Special Senders, perform initial setup, and print the Special Sender List. You can set functions for each sender if Special Senders are preprogrammed. |
| Program Memory Lock ID | Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated. |
| Select Dial/Push Phone | Use this function to select a line type. |
| G3 Analog Line | You need to make the following settings for the G3 Analog Line before you connect the machine to a standard G3 analog line. |
| Menu Protect | Using Menu Protect, you can prevent unauthenticated users from changing the User Tools. |

**Reference**

"Fax Features", General Settings Guide

# 1. Transmission

This section explains basic transmission operations such as specifying a transmission mode or a destination.

## Transmission Modes

There are two types of transmission:

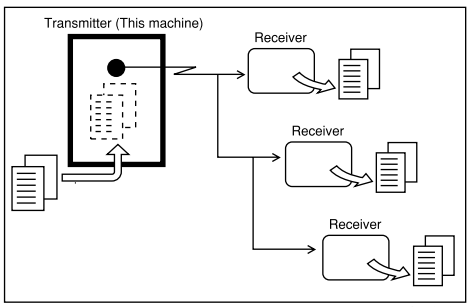
- Memory Transmission
- Immediate Transmission

**Important**

❒ It is recommended that you call the receivers and confirm with them when sending important documents.

### ❖ Memory Transmission

Transmission starts automatically after the original is stored in memory. This is convenient when you are in a hurry and want to take the document away with you. You can also send the same original to several destinations.

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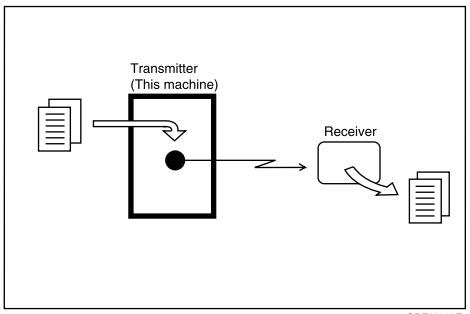
### ❖ Immediate Transmission

Immediately dials the destination number, and while scanning the original, sends it. It is very convenient when you want to send an original quickly or when you want to check the destination you are sending to. When using this type of transmission, the original is not stored in memory. You can only specify one address.

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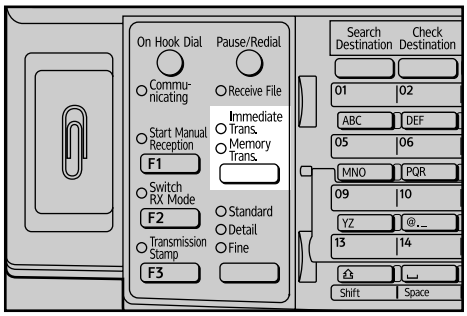
You can change transmission mode by pressing the【**Transmission Mode**】key.




Check the indicator on the operation panel to see which mode is currently active.

**Reference**

p.14 “Parallel Memory Transmission”

p.15 “Simultaneous Broadcast”

## Selecting Type of Transmission

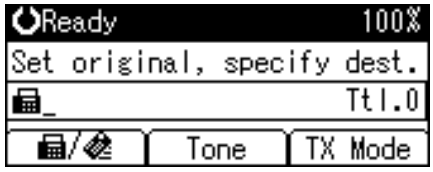
You can select the transmission type: standard fax, IP-Fax, or Internet Fax.

**Important**

❒ To select IP-Fax destinations or Internet Fax destinations, the optional printer/scanner unit must be installed. The display differs depending on whether or not the optional printer/scanner unit is installed.

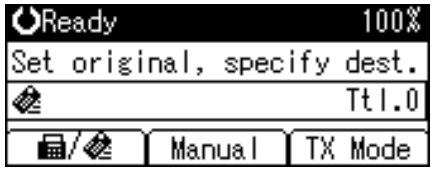
❖ **When sending over a fax line**

Press **[🖷/✉]** to display 🖷 in the destination display column.



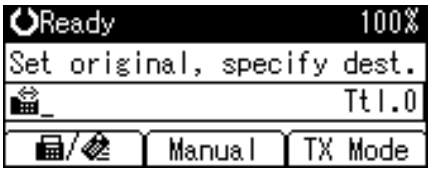

❖ **When sending to an e-mail address**

Press **[🖷/✉]** to display ✉ in the destination display column.



❖ **When sending by IP-Fax**

To send by IP-Fax, specify the protocol. After you specify the protocol, 📠 appears in the destination display column.
If you are using a gatekeeper server, select H.323.
If you are using a SIP server, select SIP.




**Reference**

p.19 “IP-Fax Functions”
p.23 “Internet Fax Functions”

## Memory Transmission

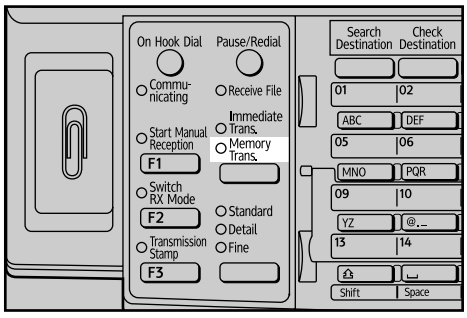
Memory transmission mode has standard fax, Internet Fax and IP-Fax.

**Important**

❒ If there is a power failure (the main power switch is turned off) or the machine is unplugged for about twelve hours, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you identify deleted files. Simply turning off the power by pressing the Operation switch does not delete stored documents. See “Troubleshooting When Using the Facsimile Function”, Troubleshooting.

❒ If memory is full (0% appears on the top right corner of the display), Memory Transmission is disabled. Use Immediate Transmission instead.

**1 Make sure that Memory Trans. indicator lights.**

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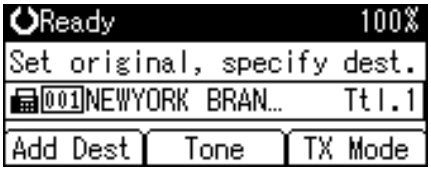
Normally Memory Transmission mode is selected.

If Immediate Trans. indicator is lit, press the 【**Transmission Mode**】 key to select Memory Transmission mode.

**2 Place the original.**

**3 Make the scan settings you require.**

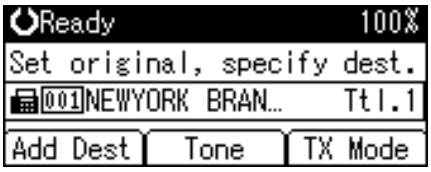
**4** **Using the number keys or a Quick Dial key, specify a destination.**




To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

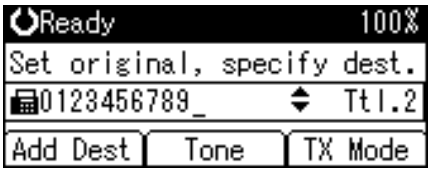
If you make a mistake, press the 【Clear/Stop】 key, and then enter the correct number.

**5** **When sending the same original to several destinations (broadcasting), press [Add Dest] to specify the destinations.**




You do not have to press **[Add Dest]** when adding a destination using the destination list.

**6** **Specify the next destination.**




Pressing **[/]** switches the destination type between and .

A fax number, e-mail address and IP-Fax destination can be specified simultaneously.

**7** **Press the 【Start】 key.**

**Note**

❒ If the combined total number of programmed destinations exceeds the maximum value, only Immediate Transmission is possible.

❒ For the maximum number of destinations you can specify per file, see "Maximum Values".

❒ For the maximum number of destinations you can specify for all files (including files in memory), see "Maximum Values".

❒ For the maximum number of documents you can store in memory for Memory Transmission, see "Maximum Values".

❒ For the maximum number of pages you can store in memory (using A4 Standard <ITU-T #1 Chart>), see "Maximum Values".

**Reference**

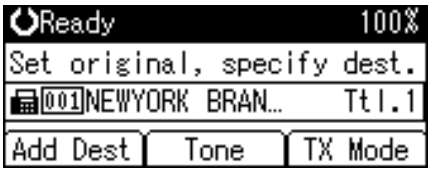
p.38 “Original Type”
p.39 “Resolution”
p.40 “Image Density (Contrast)”
p.42 “Sending Over a Fax Line”
p.44 “Sending by IP-Fax”
p.48 “Sending to an E-mail Address”
p.53 “Using the Quick Dial Keys”
p.57 “Redial”
p.177 “Maximum Values”
“Troubleshooting When Using the Facsimile Function”, Troubleshooting



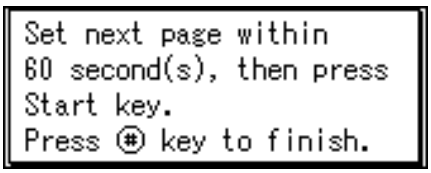
## Sending multiple originals using the exposure glass (Memory Transmission)

Follow these steps to send multiple originals using the exposure glass.

1. **Make sure that Memory Trans. indicator lights.**
2. **Place the first page of the original face down on the exposure glass.**
3. **Specify a destination.**




4. **Make the scan settings you require.**
5. **Press the【Start】key.**
   The machine starts scanning.
6. **Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.**




7. **Repeat steps 4 to 6 for all originals.**
8. **Place the last original, and then press the【#】key.**
   The machine dials the destination and starts transmission.

## Parallel Memory Transmission

This function dials while the original is being scanned.

Standard Memory Transmission stores the original in memory, then dials the destination. However, Parallel Memory Transmission allows you to confirm the connection status quickly. In addition, this function scans the original faster than Immediate Transmission. This is useful when you are in a hurry and need to use the original for another purpose.

**Important**

❒ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases:

- When the line is busy and could not be connected to
- With Send Later
- When you store an original for Memory Transmission while another communication is in progress
- When two or more destinations are specified
- When an original is placed on the exposure glass, and then sent

**Note**

❒ You can turn this function on or off with the User Parameters (switch 07, bit 2) in the Fax Features menu.

❒ Standard Memory Transmission may be used instead of Parallel Memory Transmission if there is not enough free memory left.

❒ If you use this function, the Memory Storage Report will not be printed.

❒ If the 【Clear/Stop】 key is pressed, the original jams or memory runs out, Parallel Memory Transmission will stop. The Communication Result Report is printed and files are deleted.

❒ When using Parallel Memory Transmission, only the page number is printed on the header of the fax, the total number of originals is not automatically printed.

**Reference**

"Fax Features", General Settings Guide

## Automatic Redial

If a fax document could not be sent because the line was busy or an error occurred during transmission, redial is attempted at five-minute intervals up to five times.

If redialing fails after four redials, the machine cancels the transmission and prints a Communication Result Report or Communication Failure Report.

**Note**

❒ If there are a large number of files stored in memory, documents might not be sent in the order they were scanned.

**Reference**

p.138 “Communication Result Report (Memory Transmission)”

p.139 “Communication Failure Report”



## Dual Access

The machine can scan other documents into memory even while sending a fax document from memory, receiving a document into memory, or automatically printing a report. Since the machine starts sending the second document immediately after the current transmission ends, the line is used efficiently.

**Note**

❒ During Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

## Simultaneous Broadcast

Use this function to send the same original to multiple destinations simultaneously.

To specify multiple destinations, specify the first destination, and then specify the next destination by pressing **[Add Dest]**.

If you dial several destinations for the same document (broadcasting), the documents are sent in the order in which they were dialed. If the fax document could not be transmitted, the machine redials that destination after the last destination specified for broadcasting. For example, if you specify four destinations, A through D, for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

To check the transmission progress, print the TX file list.

If you specify a second transmission while broadcasting to several destinations, faxes are transmitted alternately to each remaining destination in the current and second broadcast.

For example, if you specify a broadcast to destinations A and B, and then specify a broadcast to destinations C and D while transmission to destination A is in progress, the machine sends the faxes in the following order: A, C, B, and then D.

If the previous file and next file are both on standby, these are also sent in the same order.

**Note**

❒ To avoid accidentally pressing the wrong Quick Dial key, you can set the machine so that each time a destination is added using a Quick Dial key, **[Add Dest]** must be pressed. Make the setting in User Parameters (switch 17, bit 2) in the Fax Features menu.

**Reference**

p.131 “Printing a List of Files in Memory (Print TX Standby File List)”

“Fax Features”, General Settings Guide

### If memory runs out while storing an original

If you run out of memory while storing an original (free space reaches 0%), the "Memory is full. Scanning will be stopped and only scanned page(s) will be stored." message appears. Press **[Exit]** to transmit stored pages only.

**Note**

❒ When this happens, only the scanned pages are sent. If you want to delete the scanned pages and cancel transmission in this case, contact your service representative.

### ECM (Error Correction Mode)

If part of a transmission fails because of a line problem, the lost data is automatically resent.

**Important**

❒ For this function to work, the other machine must have ECM.

❒ This function is not available with Internet Fax.

## Immediate Transmission

Immediate Transmission is possible with standard fax transmission and IP-Fax transmission.

**Important**

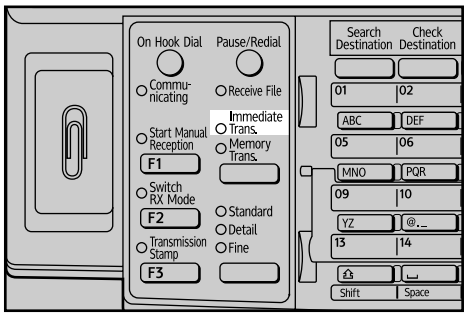
❒ Internet Fax is executed in only Memory Transmission that starts transmission automatically after storing documents in memory.

- If you specify an Internet Fax destination after selecting Immediate Transmission, the mode switches to Memory Transmission.
- If you try to select Immediate Transmission after specifying an Internet Fax destination, the "Dest. and functions that could not be specified on immediate transmission is already selected." message appears. When this happens, press **[Exit]**.

❒ Group cannot be used for Immediate Transmission. You cannot send the same document to multiple destinations (broadcasting).

- If you specify a second destination or a group after selecting Immediate Transmission, the mode switches to Memory Transmission.
- If you try to select Immediate Transmission after specifying multiple destinations or a group, the "Dest. and functions that could not be specified on immediate transmission is already selected." message appears. When this happens, press **[Exit]**.

**1 Make sure that Immediate Trans. indicator is lit.**

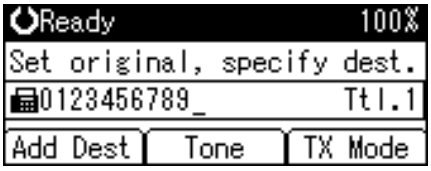



If Memory Trans. indicator is lit, press the 【Transmission Mode】 key to select Immediate Transmission mode.

**2 Place the original.**

**3 Select the scan settings you require.**

**4 Using the number keys or a Quick Dial key, specify a destination.**




To specify a destination using a Quick Dial key, see “Using the Quick Dial Keys”.

If you make a mistake, press the 【Clear/Stop】 key, and then enter the correct number.

**5 Press the 【Start】 key.**

The machine dials a destination.

**Note**

❒ Documents are not stored in memory.

**Reference**

p.38 “Original Type”
p.39 “Resolution”
p.40 “Image Density (Contrast)”
p.42 “Sending Over a Fax Line”
p.44 “Sending by IP-Fax”
p.53 “Using the Quick Dial Keys”
p.57 “Redial”

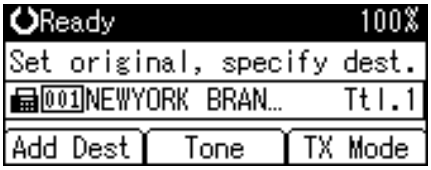
## Sending multiple originals using the exposure glass (Immediate Transmission)

Follow these steps to send multiple originals using the exposure glass.

1 **Make sure that Immediate Trans. indicator is lit.**

2 **Place the first page face down on the exposure glass.**

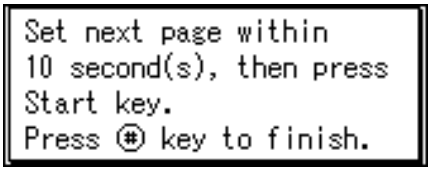
3 **Specify a destination.**




4 **Make the scan settings you require.**

5 **Press the [Start] key.**

6 **Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.**




7 **Repeat steps 4 to 6 for all originals.**

8 **Place the last original, and then press the [#] key.**

# IP-Fax Functions



The IP-Fax function sends or receives documents between two facsimiles directly via a TCP/IP network.

This function has the following advantages and is suitable for communication within the same LAN:

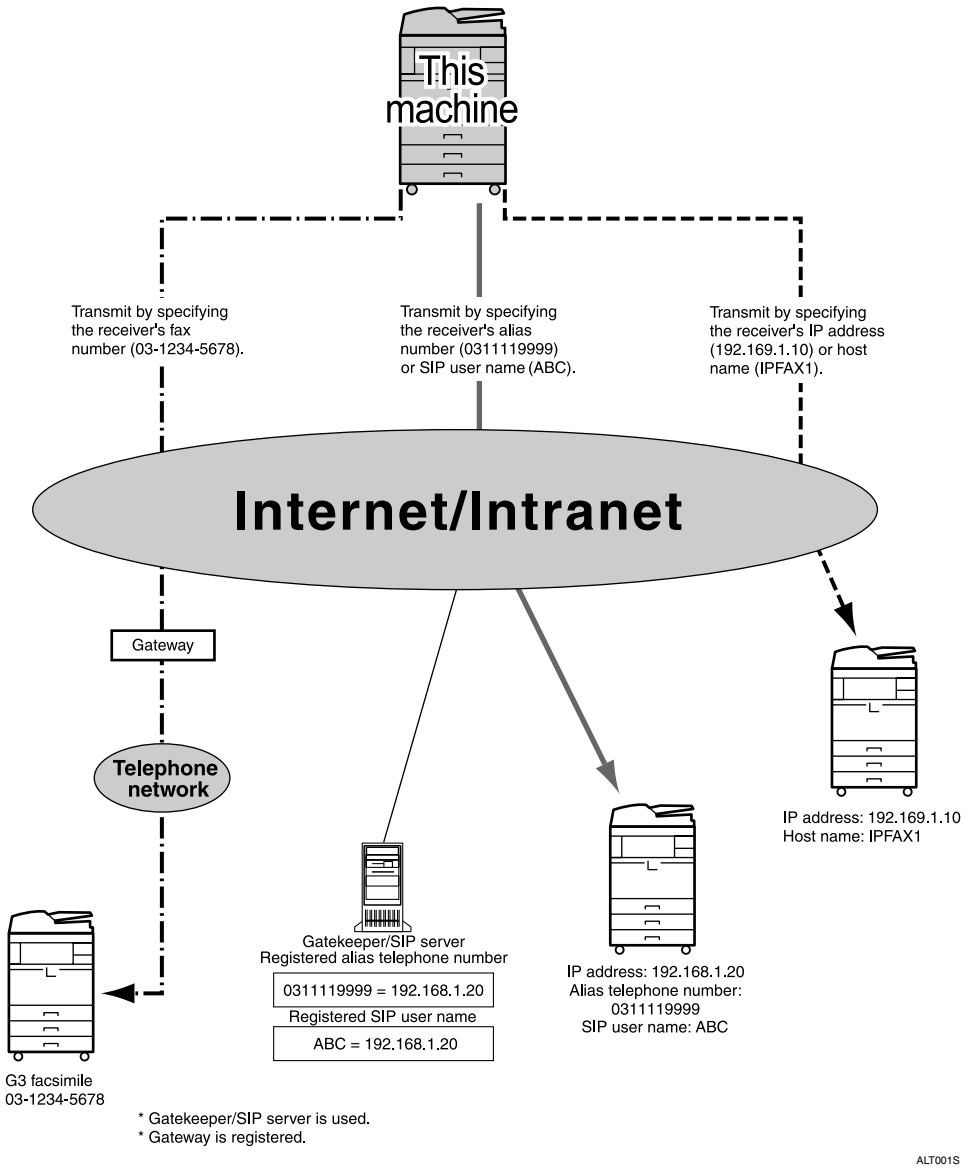
- Reducing communication costs
- Communicating between IP-Faxes at higher speed than by standard fax

IP-Fax uses SIP and H.323 as the network protocol.

Specify an IPv4 address or host name instead of a fax number for sending. When using a gatekeeper, specify its alias telephone number. When using a SIP server, you can send by specifying SIP user name. Specify addresses of the gatekeeper or SIP server (proxy server, register server, redirect server) as appropriate in IP-Fax Settings in the Fax Features menu.

You can also transmit to a G3 facsimile connected to the public switched telephone network (PSTN) via a gateway (T.38-compliant).

You can receive IP-Faxes in the same manner as standard faxes.




**Important**

- ❒ To use IP-Fax functions, the optional printer/scanner unit must be installed.
- ❒ To use IP-Fax functions, this machine must be connected to a LAN and set up correctly under IP-Fax Settings in Fax Features.
- ❒ Before using this function, configure the network in the System Settings menu.
- ❒ The facsimile function of this machine cannot be used with IPv6.

**Note**

- ❒ IP-Fax supported by this machine is ITU-T Recommendation T.38 compliant.

**Reference**

p.109 “Types of Reception”

“Connecting the Machine”, General Settings Guide

“System Settings”, General Settings Guide

“Fax Features”, General Settings Guide



## Terminology

The following are words you should know when using IP-Fax:

❖ **H.323**

A multimedia communication protocol that sends or receives files via one-to-one communication over a LAN or the Internet.

❖ **SIP**

A communication control protocol for Internet telephone that utilizes VoIP (which converts voice information to IP packets) and is equipped with functions such as creating, modifying, and terminating sessions with one or more participants.

❖ **Gatekeeper (VoIP gatekeeper)**

A gatekeeper manages devices connected to an IP network and converts alias telephone numbers to IPv4 addresses and performs authentication functions. In addition, a gatekeeper governs band (transmission rate assignment) and access control.

❖ **SIP server**

A SIP server mediates connection requests between devices connected to an IP network and is composed mainly of servers that have the following three functions:

- Proxy server: Receives SIP requests and forwards them on behalf of the requestor.
- Register server: Receives information about a device's address within an IP network and registers them in the database.
- Redirect server: Used to inquire the destination address.

❖ **Gateway (VoIP gateway)**

A gateway connecting a telephone network and IP network, it has functions such as protocol conversion for connecting these different networks, and also connects communication devices (telephones, facsimiles, etc.) to a LAN or other network.

## Notes on Using IP-Fax

The following are notes about using IP-Fax:

- You may not be able to send to a firewall-protected network.
- You cannot use telephones on a LAN.
- If a power outage lasts about twelve hours, or the machine is disconnected from the power outlet for about twelve hours, documents stored in the fax machine's memory are deleted. If any document is deleted, the Power Failure Report is automatically printed out when the main power switch is turned on. Use this report to check which documents were deleted. Simply turning off the power by pressing the Operation switch does not delete stored documents. See “Troubleshooting When Using the Facsimile Function”, Troubleshooting.

**Reference**

“Troubleshooting When Using the Facsimile Function”, Troubleshooting

## Functions Not Available for IP-Fax Transmission

You can use the following functions with standard fax transmission, but not IP-Fax transmission:

- On hook dial
- Manual dial

# Internet Fax Functions

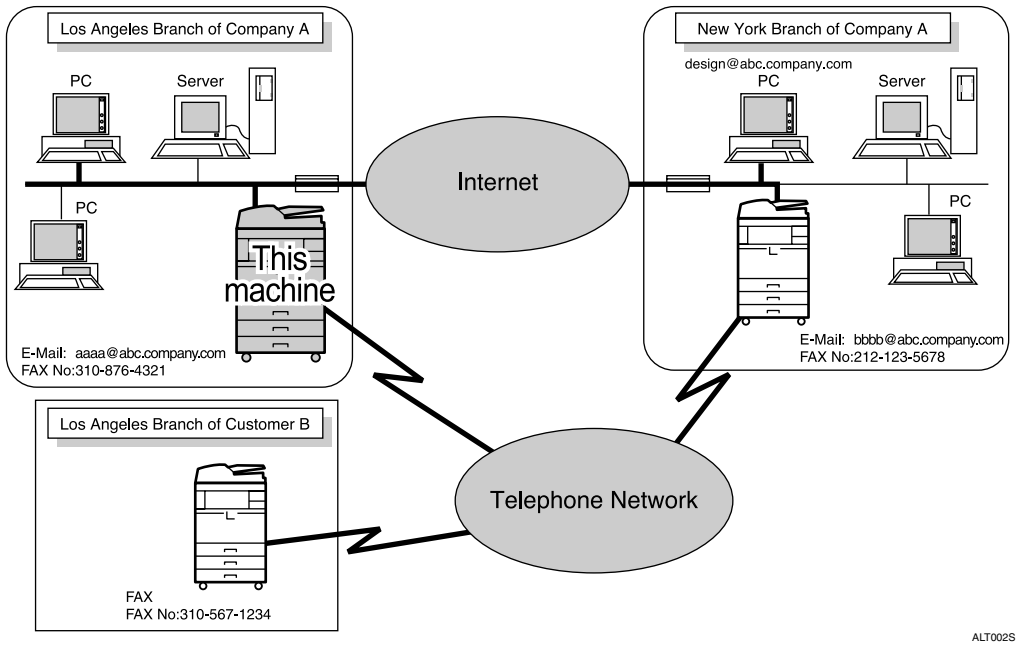


This machine converts scanned document images to e-mail format and transmits the data over the Internet.

The e-mail sent by this machine can be received by another Internet Fax machine.

Instead of dialing the telephone number of the destination you want to send to, you enter the relevant e-mail address.

You can also print or forward received e-mail messages.




**Important**

- ❒ To use Internet Fax functions, the optional printer/scanner unit must be installed.
- ❒ To use Internet Fax functions, this machine must be connected to a LAN and set up correctly under System Settings.
- ❒ The facsimile function of this machine cannot be used with IPv6.
- ❒ To send Internet Fax documents, in the Fax Features menu, under E-mail Settings, set **[Internet Fax Settings]** to **[On]**. However, documents can still be forwarded or delivered to Internet Fax destinations even if **[Off]** is selected.
- ❒ To receive Internet Fax documents, in the System Settings menu, under File Transfer, set **[Fax E-mail Account]** to **[Receive]**.

**Note**

- ❒ The Internet Fax function supported by this machine is compliant with ITU-T Recommendation T.37.
- ❒ You can receive e-mail messages with an attached TIFF-F image from computers.
- ❒ Though Internet Fax documents are normally sent via an SMTP server, you can also send Internet Fax documents directly to their destinations without going through an SMTP server. To do this, program "Select Line/SMTP" to a User Function key in advance.
- ❒ When sending Internet Fax documents, you can specify "Attach Subject" and "Return Receipt" in **[TX Mode]**.
- ❒ You can limit the size of transmitted e-mail messages in "E-mail Settings" of "Fax Features".
- ❒ See "Received Images" for how e-mail is actually received by the computer.
- ❒ For details about how to confirm the transmission result, see "Checking the Transmission Result (TX File Status)".
- ❒ When you transmit an Internet Fax specifying a user code, and the e-mail address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission.
- ❒ The CC function is disabled.

**Reference**

p.51 "Bypassing the SMTP server"

p.92 "Entering the Subject"

p.94 "Requesting a Reception Notice"

p.117 "Received Images"

p.135 "Checking the Transmission Result (TX File Status)"

"Connecting the Machine", General Settings Guide

"System Settings", General Settings Guide

"Fax Features", General Settings Guide

## Notes on Using Internet Fax

The following are notes about using Internet Fax:

- When using the Internet Fax function, originals are sent at A4 size. Originals larger than A4 are reduced to A4 size. If the receiver's machine is compliant with the T.37 full mode, originals are sent at the size specified in the Address Book.
- When using Internet Fax transmission, documents are sent at "Detail" resolution, even if you have specified "Fine". To send a document at "Fine", configure the Full Mode when registering the destinations in the Address Book.
- If a transmission is not successful, this machine usually receives an e-mail error notification. However, e-mail error notifications may not be transmitted for various reasons. It is recommended that you confirm receipt of important document by calling the other party.
- The level of security for Internet communications is low. It is recommended that you use the telephone network for confidential communications.
- Voice communication is not supported over a LAN.
- Internet Fax delivery might be delayed due to network congestion. Use Internet Fax transmission that bypasses the SMTP server, a public telephone line fax, or IP-Fax whenever communication time is a concern.
- If a power outage lasts about twelve hours, or the machine is disconnected from the power outlet for about twelve hours, documents stored in the fax machine's memory are deleted. If any document is deleted, the Power Failure Report is automatically printed out when the main power switch is turned on. Use this report to check which documents were deleted. Simply turning off the power by pressing the Operation switch does not delete stored documents. See "Troubleshooting When Using the Facsimile Function", Troubleshooting.
- You may not be able to send large files as e-mail, depending on e-mail environment conditions.
- When available memory is low, you may not be able to send Internet Fax documents.
- Because the machine sends documents as e-mail messages with an attached TIFF-F image, viewer applications are required in order to view documents when they are received on a computer.
- With a large volume of document, it may take some time before transmission starts. This is due to the time the machine requires to convert the data in memory.

**Reference**

p.27 "T.37 Full Mode"

p.39 "Resolution"

p.51 "Bypassing the SMTP server"

"Troubleshooting When Using the Facsimile Function", Troubleshooting

## Functions Not Available for E-mail Transmission

The following functions are supported with standard fax transmission, but not with Internet Faxing.

- Immediate Transmission
- Transmission by SUB Code
- On Hook Dial
- Manual Dial
- JBIG Transmission
- ECM (Error Correction Mode)

## Functions Not Available for E-mail Reception

The following functions are supported with standard fax reception, but not with Internet Faxing.

- Memory Lock Reception
- SEP Code reception
- Authorized Reception

## E-mail Subject

If you send e-mail without specifying a subject, a subject is automatically inserted. Subjects differ depending on Stamp Sender Name settings.

❖ **When Stamp Sender Name is set to on:**
From Sender Name(Fax Message NO.xxxx)

❖ **When Stamp Sender Name is set to off:**

- If Own Fax Number and Own Name are programmed:
  From "Own Fax Number"("Own Name")(Fax Message NO.xxxx)
- If only Own Fax Number is programmed:
  From "Own Fax Number"(Fax Message NO.xxxx)
- If only Own Name is programmed:
  From "Own Name"(Fax Message NO.xxxx)
- If neither Own Fax Number nor Own Name are programmed:
  Fax Message NO.xxxx

**Note**

❒ "xxxx" is the document number that appears in the Journal.

**Reference**

p.89 "Sender Settings"

## T.37 Full Mode

This machine is T.37 full mode compatible. T.37 full mode is an international standard for Internet Fax transmission. (ITU-T Recommendation, RFC2532)

When an Internet Fax communication is made between T.37 full mode compatible machines, the receiver side sends the return receipt (dispatched) in response to the reception notice request attached to the sent e-mail. This return receipt includes the receiver's reception capability information (compression type, paper size, and resolution). When the receiver is programmed in the Address Book as the full mode destination, the sender side automatically registers the received information in the Address Book. This allows you to send a subsequent Internet Fax document to that receiver based on this information.

❖ **Returning a Return Receipt**

When e-mail is received, if the sender requests reception notice, the receiver sends a return receipt that includes the receiving machine's capability (compression type, paper size, and resolution).

❖ **Registering the Received Reception Confirmation Contents**

When the sender receives the return receipt that includes the receiver's reception capability, the sender checks that the final recipient address sent is programmed in the Address Book. If it is programmed as a full mode destination, the sender automatically registers the receiver's reception capability. The registered reception capability is updated each time the sender receives new reception capability information. The sender can send documents to the receiver based on this information.

If the receiver is programmed as the simple mode machine or not programmed in the Address Book, the receiver's reception capability cannot be registered.

If you know the receiver's reception capability, you can set it manually.

❖ **Requesting a Reception Notice**

When the receiver's machine supports T.37 full mode and is programmed as a full mode machine in the Address Book, the machine requests the reception notice from the receiver. Then, the machine will receive the return receipt (sent) that includes the receiver's reception capability.

**Note**

❒ Use Web Image Monitor to manually program a receiver's reception capability information.

❒ If you use Internet Fax transmission, you can send documents to multiple destinations at once. However, if you specify full mode destinations, since each destination may have a different reception capability, transmission is done one by one in the specified transmission order.

**Reference**

p.94 “Requesting a Reception Notice”

p.171 “Programming Destination Information from Web Browser”

# Placing Originals

1

Place the original either on the exposure glass or in the optional ARDF. For details about how to place originals, see the following:

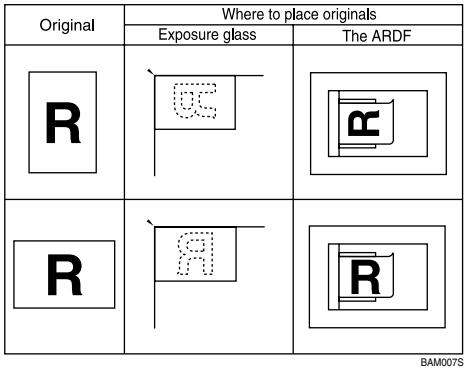
- Placing originals on the exposure glass
  “Placing Originals on the Exposure Glass”, Copy Reference
- Placing originals in the optional ARDF
  “Placing Originals in the ARDF”, Copy Reference
  “Non-compatible originals for the ARDF”, Copy Reference

**Important**

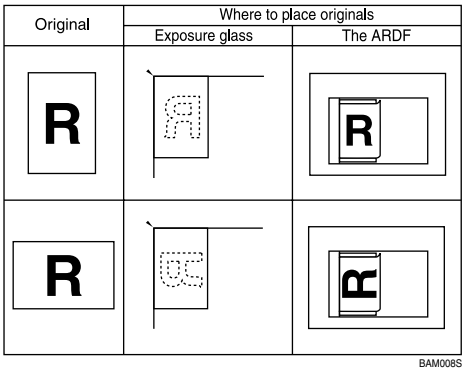
❒ If you place A5 size originals on the exposure glass, they are not detected. Place A5 size originals into the ARDF.

❒ Do not lift the ARDF while using it to scan originals.

### ❖ How to place A4, B4 JIS (Japanese Industrial Standard), A3, $8^1/_2$"×11", $8^1/_2$"×14", and 11"×17" size originals




### ❖ How to place A5 and B5 JIS size originals



**Note**

- ❒ To scan multiple originals using the ARDF, set originals in a stack.
- ❒ When sending a fax, the image output at the other end depends on the size and orientation of paper used in the receiver's machine. If the receiver does not use paper of the same size and orientation as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided across two or more sheets. When sending an important original, ask the receiver about the size and orientation of the paper in their machine.
- ❒ Documents longer than 800 mm (32") must be sent by memory transmission (immediate transmission may not be possible).
- ❒ If an original jams, press the **【Clear/Stop】** key, and then carefully remove the original.
- ❒ Make sure that all ink, correcting fluid etc., has completely dried before placing your original. If it is still wet, the exposure glass will become marked and those marks will appear on the received image.
- ❒ Generally, place A4, $8^1/_2$"×11" originals in the landscape orientation (▭). If you place an A4, $8^1/_2$"×11" original in the portrait orientation (▯), the image is sent rotated by 90°.
- ❒ You can send the first page from the exposure glass then the remaining pages from the ARDF. You cannot change from the ARDF to the exposure glass. When transmitting from memory, see "Sending multiple originals using the exposure glass (Memory Transmission)". When sending immediately, see "Sending multiple originals using the exposure glass (Immediate Transmission)".
- ❒ When using the Internet Fax function, originals are sent at A4 size. Originals larger than A4 are reduced to A4 size. If the receiver's machine is compliant with the T.37 full mode, originals are sent at the size specified in the Address Book.
- ❒ Information about this machine is printed at the destination. This information is printed on the side of the paper that is to your left when placing the documents on the exposure glass or the ARDF. However, the information is also printed rotated by 90 degrees if an A4, $8^1/_2$"×11" original is placed in the portrait orientation (▯).
- ❒ For acceptable types of originals, see "Acceptable Original Sizes", "Paper Size and Scanned Area", "If the Machine Cannot Detect the Size of Your Original" and "Original Sizes Difficult to Detect".

**Reference**

p.13 “Sending multiple originals using the exposure glass (Memory Transmission)”

p.18 “Sending multiple originals using the exposure glass (Immediate Transmission)”

p.27 “T.37 Full Mode”

p.30 “Acceptable Original Sizes”

p.31 “Paper Size and Scanned Area”

p.33 “If the Machine Cannot Detect the Size of Your Original”

p.34 “Original Sizes Difficult to Detect”

p.35 “Transmission with Image Rotation”

p.37 “Detecting Blank Sheet”

“Placing Originals”, Copy Reference

## Acceptable Original Sizes

| Where original is set | Acceptable original size | Maximum number of sheets | Paper thickness |
|---|---|---|---|
| Exposure glass | Up to A3 (297 × 420 mm),<br>11" × 17" (279 × 432 mm) | 1 | - |
| ARDF,<br>one-sided document | A5 to A3 ⊐ (up to 1200 mm long)<br>$8^1/_2$" × $5^1/_2$" to 11" × 17"⊐ | 50 sheets<br>(80 g/m$^2$, 20 lb) | 40-128 g/m$^2$<br>(10-34 lb) |
| ARDF,<br>two-sided document | A5 to A3 ⊐ (up to 432 mm long)<br>$8^1/_2$" × $5^1/_2$" to 11" × 17"⊐ | 50 sheets<br>(80 g/m$^2$, 20 lb) | 52-105 g/m$^2$<br>(14-28 lb) |

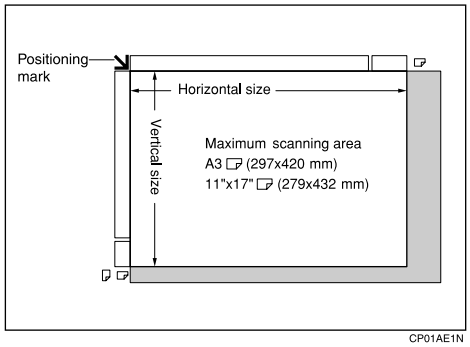
# Paper Size and Scanned Area



**Important**

❒ If you place an original larger than A3, 11"×17" on the exposure glass, only an A3, 11"×17" area is scanned.

### ❖ Exposure Glass

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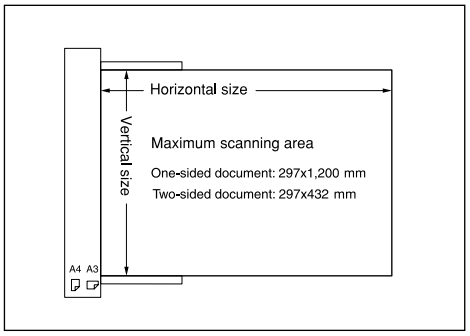
### ❖ ARDF

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### ❖ Maximum scan area

The following shows the maximum scan area:

- Memory Transmission: 297 × 1200 mm, 11" × 47" (W × L) from the ARDF
- Immediate Transmission: 297 × 1200 mm, 11" × 47" (W × L) from the ARDF
- 297 × 432 mm, 11" × 17" (W × L) (from the exposure glass)

1

**Note**

- ❒ There may be a difference in the size of the image when it is printed at the destination.
- ❒ Even if an original is correctly placed on the exposure glass or in the ARDF, a margin of 3 mm (0.1") around each edge of the original may not be sent.
- ❒ If the receiver uses paper of a smaller width than the original, the image is reduced to fit that paper.
- ❒ During Immediate Transmission, the length of the scanning range can become narrower than 1200 mm (47"), depending on the resolution as well as the settings on the destination machine.
- ❒ The machine detects paper sizes in the following ways:
  - When you place an original in the ARDF, an original wider than about 264 mm (10.4") is scanned as A3, 11"×17" size.
    An original narrower than about 230 mm (9.1") is sent as $8^1/_2$"×11" or $8^1/_2$"×14" size, and an original narrower than about 264 mm (10.4") is scanned as B4 JIS.
    Originals up to 1200 mm (47.2") in length can be scanned.
  - See the following table for sizes the machine can detect when you place an original on the exposure glass. Because the machine scans custom size documents in a standard size, part of the image may be truncated depending on the length of the document.

### ❖ Metric Version

| | | Length *1 | | | |
|---|---|---|---|---|---|
| | | **-249 mm** | **249 mm-274 mm** | **274 mm-316 mm** | **316 mm-** |
| Width | -243 mm | × | B5 JIS⬓ | A4⬓ | F⬓ |
| | 243 mm-268 mm | B5 JIS⬒ | B4 JIS⬓ | B4 JIS⬓ | B4 JIS⬓ |
| | 268 mm- | A4⬒ | A3⬓ | A3⬓ | A3⬓ |

### ❖ Inch Version

| | | Length *1 | | | |
|---|---|---|---|---|---|
| | | **-9.8"** | **9.8"-10.8"** | **10.8"-12.4"** | **12.4"-** |
| Width | -9.6" | × | × | $8^1/_2$"×11"⬓ | F⬓ |
| | 9.6"-10.6" | 11"×$8^1/_2$"⬒ | 11"×17"⬓ | 11"×17"⬓ | 11"×17"⬓ |
| | 10.6"- | 11"×$8^1/_2$"⬒ | 11"×17"⬓ | 11"×17"⬓ | 11"×17"⬓ |

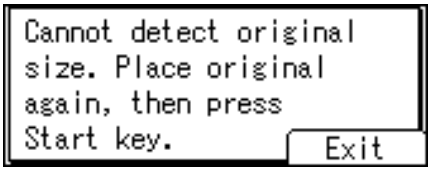
× - Unable to auto detect

*1 Normally a length of about 420 mm (16.5") can be scanned; however, it is only possible to specify a scanning size up to 432 mm (17").

## If the Machine Cannot Detect the Size of Your Original

If the machine cannot detect the original size, the "Cannot detect original size. Place original again, then press Start key." message appears.

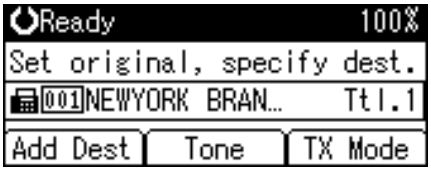





If this happens, do the following:

1 **Press [Exit].**

The previous display returns.

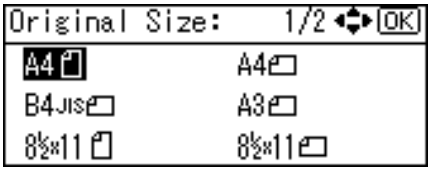



2 **Remove the original and replace it.**

3 **Press the 【Start】 key.**

**Note**

❒ If you repeat steps 1 to 3 twice and the original size is still not detected, the screen for specifying the original size appears. Select the original size, and then press the 【OK】 key.



## Original Sizes Difficult to Detect

The machine has difficulty detecting the size of the following kinds of originals. (When this happens, the receiving machine may not select print paper of the correct size.)

- documents placed on the exposure glass of sizes other than those listed in the following table
- originals with index tabs, tags, or protruding parts
- transparent originals, such as OHP transparencies or translucent paper
- dark originals with dense text or drawings
- originals that contain areas of solid print
- originals that have solid print around their edges
- originals with glossy surfaces
- bound originals of more than 10 mm (0.3") in thickness, such as books.

The following paper sizes are automatically detected in facsimile mode.

### ❖ Metric Version

| Location of the original | A3 | B4 JIS | A4 | B5 JIS | B5 JIS | A5 | $8^1/_2$" × 11" | $8^1/_2$" × 13" |
|---|---|---|---|---|---|---|---|---|
| Exposure glass | ○ | ○ | ○ | × | ○ | × | × | ○ |
| ARDF | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ |

○ - Auto detect

× - Unable to auto detect

### ❖ Inch Version

| Location of the original | 11"×17" | $8^1/_2$" × 14" | $8^1/_2$" × 11" | $5^1/_2$" × $8^1/_2$" | 8"×13" | 11"×15" | 10"×14" | 10"×8" |
|---|---|---|---|---|---|---|---|---|
| Exposure glass | ○ | ○ | ○ | × | × | × | × | × |
| ARDF | ○ | ○ | ○ | ○ | × | × | × | × |

○ - Auto detect

× - Unable to auto detect

## Transmission with Image Rotation

Generally, place A4, $8^1/_2$"×11" originals in the landscape orientation (⧉). If you place an A4, $8^1/_2$"×11" original in the portrait orientation (▯), the image is sent rotated by 90°. Providing the receiver has A4, $8^1/_2$"×11" landscape paper (⧉), the document is printed the same size as the original.



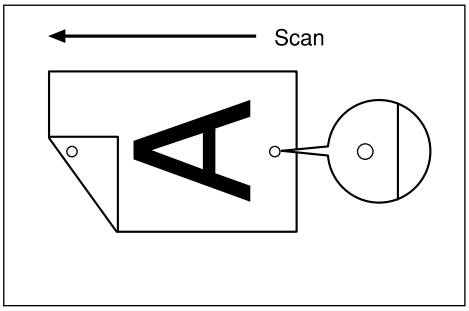
**Note**

❒ This function is unavailable with Immediate Transmission.

## Stamp

When sending a fax document using the ARDF, the machine can stamp a circle mark at the bottom of the original.

When sending a two-sided document, the document is marked at the bottom of the front page and top of the rear page.

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**Important**

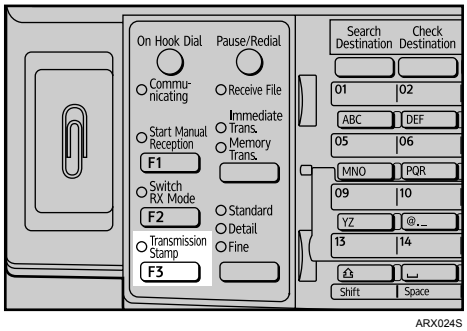
❒ The optional ARDF is required.

❒ Stamp only works when scanning from the ARDF.

❒ This function must be registered to a User Function key in advance. It is registered to the User Function key【F3】by default.

**1 Place the original, and then select the scan settings you require.**

**2 Press the User Function key【F3】to light the indicator.**

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To cancel the stamp, press the User Function key【F3】again to turn off the indicator.

**3** **Specify the destination, and then press the [Start] key.**

The Stamp indicator goes out when transmission has been finished for Immediate Transmission or when scanning has been finished for Memory Transmission.



**Note**

- ❒ This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or successfully sent by Immediate Transmission.
- ❒ When the stamp starts getting lighter, replace the cartridge.
- ❒ If a multi-page feed or paper jam occurs, the originals are not sent properly and not stamped. If you find a page that is not stamped, send only that page again.
- ❒ A paper jam during Parallel Memory Transmission may cause the transmission to fail even if stamping is performed.
- ❒ You cannot turn the Stamp function on or off while an original is being scanned.

**Reference**

"Fax Features", General Settings Guide

"Adding Paper, Toner and Staples", Troubleshooting

## Detecting Blank Sheet

Upon completion of the first page scanning, an alarm sounds if the page is nearly blank.



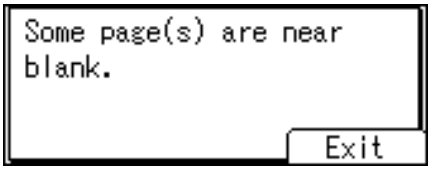
**Important**

❒ The blank sheet-detecting function works only when an original is scanned using the ARDF.

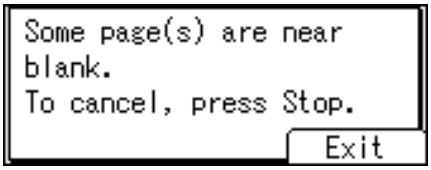
❒ The blank sheet-detecting function is ineffective for second and subsequent pages.

This function notifies you if an original is placed wrong side down on the scanner. When this happens, a message appears for a few seconds. The message differs depending on the number of pages to be scanned and transmission mode.

- When sending a document using Immediate Transmission or when all pages have been scanned in Memory Transmission:




- When some pages are left unscanned in Parallel Memory Transmission or Memory Transmission:




**Note**

❒ Even if a near blank sheet is detected, it is transmitted as normal.

❒ You can turn this function on or off with the User Parameter (switch 11, bit 2) in the Fax Features menu.

❒ To cancel scanning if a blank sheet is detected, press the 【Clear/Stop】 key.

**Reference**

"Fax Features", General Settings Guide

# Scan Settings

1

You may want to send many different types of fax documents. Some of these may be difficult to reproduce at the receiver's end. However, the machine has three settings that you can adjust to help you transmit the document with the best possible image quality.

❖ **Original Type:**
Text, Photo

❖ **Resolution:**
Standard, Detail, Fine

❖ **Image Density (Contrast):**
Manual Image Density (five levels)

## Original Type

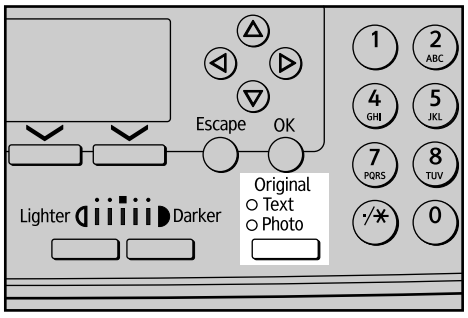
To optimize image clarity, select the appropriate original type.

The following settings for original types are available:

❖ **Text**
Select Text to send high-contrast black-and-white image originals. Use this setting when you only want to send clearer text, even if the original contains text and photographs.

❖ **Photo**
Select Photo to send an original containing a halftone image, such as a photograph or a colour original.

**1** **Press the【Original Type】key for the type you require.**




Press the【Original Type】key to switch between Text and Photo.

**Note**

❒ If you select Photo, the transmission will take longer than when Text is selected.

❒ If you send a fax document with Photo and the background of the received image is dirty, reduce the density setting and resend the fax.

**Reference**
p.40 “Image Density (Contrast)”

### JBIG Transmission

If you use JBIG (Joint Bi-level Image experts Group) compression, you can send originals scanned using Photo faster than with other compression methods.

**Important**

❒ This function is not available with the Internet Fax function.

❒ This function requires that the other party's fax machine has both the JBIG function and ECM function.

## Resolution

This section explains how to set the resolution of the original.

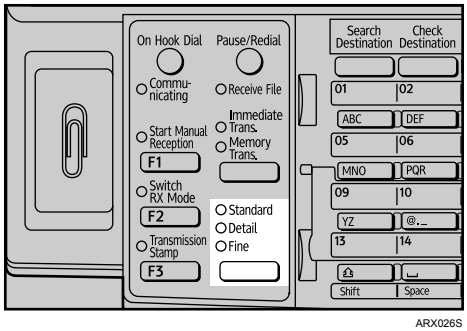
Images and text are scanned into the machine by converting them to a sequence of dots. The density of the dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution have high quality but transmission takes longer. Conversely, low resolution scanning results in lower quality but the original is sent more quickly. Select the setting that matches your needs based upon this trade off between speed and image clarity.

❖ **Standard (8 × 3.85 lines/mm, 200 × 100 dpi)**
Select for originals containing normal size characters.

❖ **Detail (8 × 7.7 lines/mm, 200 × 200 dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Fine (8 × 15.4 lines/mm, 200 × 400 dpi)**
Select for originals with fine details or when you require the best possible image clarity. This resolution is four times finer than Standard.

**1 Press the 【Resolution】 key to switch between resolutions.**




The indicators above the key show the current selection.

1

**Note**

- If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution that is supported. You can check the resolution at which you actually sent by printing the Journal.
- The machine supports reception at both Standard and Detail resolution.
- When using Internet Fax transmission, documents are sent at "Detail" resolution, even if you have specified "Fine". To send a document at "Fine", configure the Full Mode when registering the destinations in the Address Book.

**Reference**

p.27 "T.37 Full Mode"

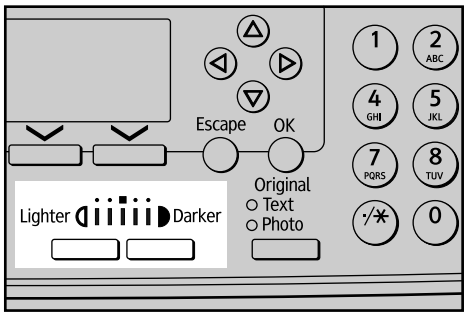
p.142 "Printing the Journal"

## Image Density (Contrast)

Adjust the image density for scanning originals.

Use the【Image Density】key to vary the image density within 5 levels.

**1 Press the【Lighter】or【Darker】key to change the density from five density level.**




Each key press moves the indicator one place.

## Mixing Scan Settings for a Multiple Page Original

When sending an original of several pages, you can select a different image density, resolution, and original type setting for each page.

It is recommended that originals be placed on the exposure glass when mixing scan settings for a multiple page original.

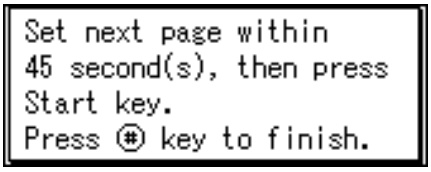


### ❖ When placing originals on the exposure glass

① Check which pages you want to scan with different settings.

② Remove the previous page and place the next page that you checked on the exposure glass.

③ Select the image density, resolution, and original type.
You have about 60 seconds (10 seconds for Immediate Transmission) to select density, resolution, and original type. The time remaining is shown on the display.




Adjust the settings for each page before you press the 【Start】 key.

### ❖ When placing originals in the optional ARDF

① Check which pages you want to scan with different settings.

② Select the image density, resolution, and scan type before the page you want to change the settings for starts being scanned.
Depending on what time the scan settings are adjusted, the settings may not be reflected in the resulting operation.

# Specifying a Destination



This section explains how to specify a destination.

Fax numbers, IP-Fax destinations, and e-mail addresses can be specified.

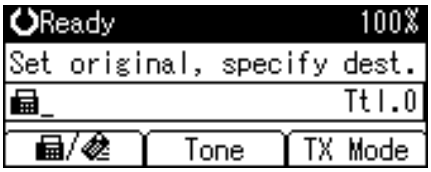
**Note**

❒ The display shows the percentage of free memory space for storing originals. Since fax numbers, IP-Fax destinations and e-mail addresses are programmed in separate memory, dialing fax numbers using the number keys does not change the percentage on the display.

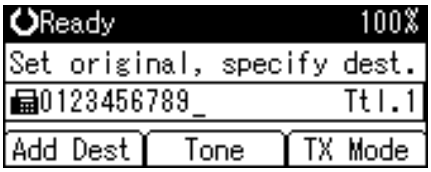
## Sending Over a Fax Line

Enter numbers directly using the number keys on the right side of the control panel.

**1 Press [🖷/🖋] to display 🖷.**




**2 Enter the fax number using the number keys.**




To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

If you make a mistake, press the 【Clear/Stop】 key, and then enter again.

**3 Press the 【Start】 key.**

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

**Note**

❒ You can insert pauses and tones in a fax number.

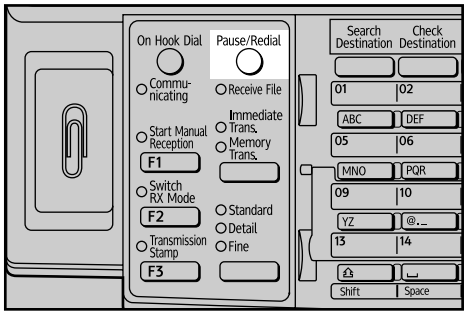
❒ For the maximum number of digits for a destination, see "Maximum Values".

**Reference**

p.43 "Entering a pause"
p.43 "Entering a tone"
p.53 "Using the Quick Dial Keys"
p.177 "Maximum Values"

## Entering a pause

Press the 【Pause/Redial】 key when dialing or storing a number to insert a pause of about two seconds.

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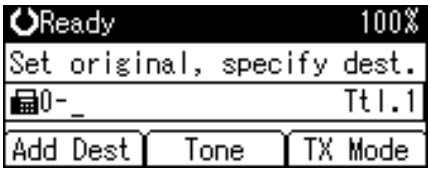
### Note

❒ If you press the 【Pause/Redial】 key at the first digit, the Redial screen appears.

❒ A pause is shown as a "-" on the display.



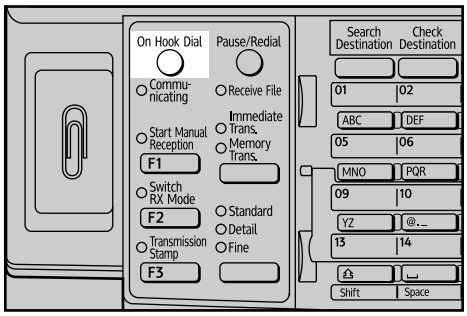

❒ You can also program numbers including pauses in the destination list.

## Entering a tone

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press **[Tone]**, the machine dials the number using tonal signals.

This section explains how to use the tone function with On Hook Dial as an example.

**1** **Press the 【On Hook Dial】 key.**

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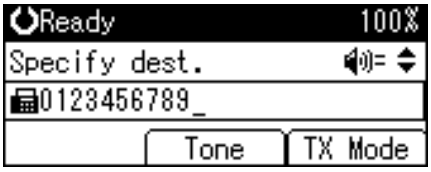
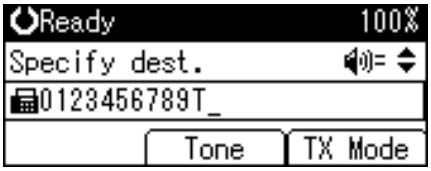
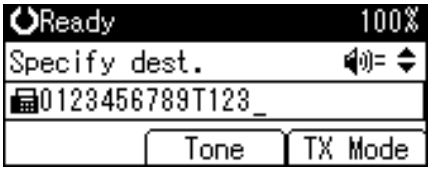
**2** **Enter the fax number using the number keys.**




**3** **Press [Tone].**




**4** **Enter the number you want to tone dial using the number keys.**




**5** **Press the【Start】key.**

The transmission starts.

If you want to cancel a transmission, press the **【Clear Modes】** key, and then remove the originals.

After transmission, the standby display appears.

**Note**

❒ Certain services may be unavailable even when using the Tone function.

❒ A tone is shown as a "T" on the display and the next numbers are dialed using tonal signals.

## Sending by IP-Fax

This section explains how to specify a destination using IP-Fax transmission.

When using IP-Fax transmission, specify the IP-Fax destination (IPv4 address, host name, or alias telephone number) in place of the fax number.

**Important**

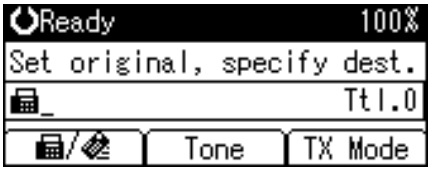
❒ To use IP-Fax functions, the optional printer/scanner unit must be installed.

❒ To send an IP-Fax document, in the Fax Features menu, configure the IP-Fax Settings as follows. For details about IP-Fax Settings, see "Fax Features", General Settings Guide.

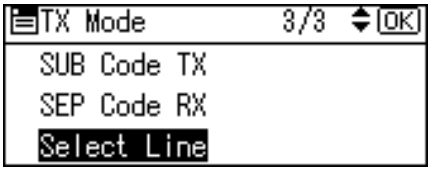
- If you are using a gatekeeper server, set **[Enable H.323]** to **[On]** and configure the gatekeeper settings under **[H.323 Settings]**.
- If you are using a SIP server, set **[Enable SIP]** to **[On]** and configure the SIP server settings under **[SIP Settings]**.

1

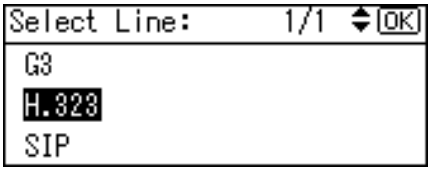
**1** **Press [TX Mode].**




**2** **Select [Select Line] using 【▲】 or 【▼】, and then press the 【OK】 key.**



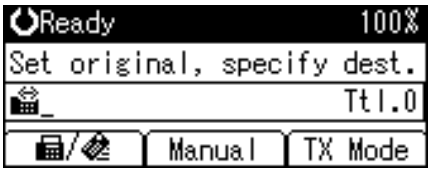

**3** **Select [H.323] or [SIP] using 【▲】 or 【▼】, and then press the 【OK】 key.**




**4** **Press the 【Escape】 key.**

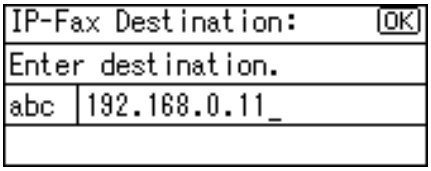
The standby screen appears.

**5** **Press [Manual].**




To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

**6** **Enter the IP-Fax destination, and then press the 【OK】 key.**




If you enter an incorrect character, press the 【Clear/Stop】 key. Then, re-enter the characters correctly.

To change the IP-Fax destination after pressing the 【OK】 key, press **[EditDest]**, re-enter an IP-Fax destination, and then press the 【OK】 key.

**7** **To add a destination, press [Add Dest].**

**8** **Specify the next destination.**

To add another destination, repeat steps **7** and **8**.

**9** **Press the【Start】key.**

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

**Note**

❒ Depending on security settings, **[Manual]** may not appear, and you may be unable to enter the IP-Fax destination.

❒ For a list of gateways (T.38-compliant), gatekeepers, or SIP servers that are certified as operable with this machine, contact your local reseller or service representative.

❒ Methods of entering a destination vary depending on the network settings made by the administrator. Ask the machine administrator for details. For details about entering the IP-Fax destination, see "Regarding IP-Fax destinations".

❒ To avoid accidentally pressing the wrong Quick Dial key, you can set the machine so that each time a destination is added using a Quick Dial key, **[Add Dest]** must be pressed. Make the setting in User Parameters (switch 17, bit 2) in the Fax Features menu.

❒ You can program one of the User Function keys with operations for Select Line. User Function keys allow you to omit steps **1**, **2**, and **4**.

❒ For the maximum number of digits for a destination, see "Maximum Values".

**Reference**

p.19 "IP-Fax Functions"

p.47 "Regarding IP-Fax destinations"

p.53 "Using the Quick Dial Keys"

p.177 "Maximum Values"

"Entering Text", About This Machine

"Fax Features", General Settings Guide

## Regarding IP-Fax destinations

Depending on the network to which this machine is connected or this machine's configuration, enter the IP-Fax destination as follows:



### ❖ When not using a gatekeeper/SIP server

- From IP-Fax to IP-Fax
  Specify the IPv4 address or host name of the receiving machine.
  Example: 192.168.1.10 (IPv4 address)
  Example: IPFAX1 (host name)
- From IP-Fax to G3 fax
  Specify the G3 fax telephone number of the receiving machine.
  Example: 0312345678

### ❖ When using a gatekeeper server

- From IP-Fax to IP-Fax
  Specify the alias telephone number of the receiving machine.
  Example: 0311119999 (alias telephone number)
- From IP-Fax to G3 fax
  Specify the G3 fax telephone number of the receiving machine.
  Example: 0312345678

### ❖ When using a SIP server

- From IP-Fax to IP-Fax
  Specify the SIP user name of the receiving machine.
  Example: ABC (SIP user name)
- From IP-Fax to G3 fax
  Specify the G3 fax telephone number of the receiving machine.
  Example: 0312345678

**Note**

- To send to a G3 fax via a gateway connected to a public telephone line, you must specify it's the receiver's machine telephone number. For example, if the receiver's fax number is "0312345678", specify "5678". To send from an IP-Fax to G3 fax without using gatekeeper or SIP server, you must register the gateway also.
- When you specify a destination with IP-Fax, depending on the receiver's network configuration, you may need to specify the IPv4 address and port number of the receiving machine. For example, if the receiver's IPv4 address is "192.168.1.10" and the port number is "2100", specify "192.168.1.10:2100". Ask the network administrator for details.
- When you specify a host name, depending on the receiver's network configuration, you may need to specify the host name and port number of the receiving machine. For example, if the receiver's host name is "IPFAX1"and the port number is "2100", specify "IPFAX1:2100". Ask the network administrator for details.
- An alias telephone number is a number that is registered in the gatekeeper, and is available only in the network to which the gatekeeper is connected.
- Pay attention to the number of telephone number digits set in the gateway/IPv4 address conversion table to avoid transmission error.

## Sending to an E-mail Address

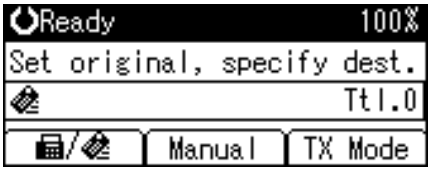
This section explains how to specify an e-mail address as a destination.

When using Internet Fax transmission, specify the e-mail address in place of the fax number.

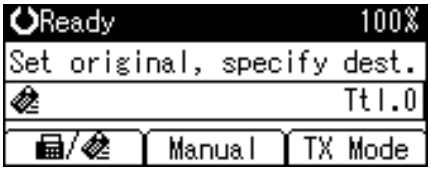
**Important**

- To use Internet Fax functions, the optional printer/scanner unit must be installed.
- In the destination list, register senders, specify their e-mail addresses, and register as **[Sender Only]** or **[Dest. & Sender]** in advance using "Address Book Management" in "System Settings".
- Internet Fax is executed in only Memory Transmission that starts transmission automatically after storing documents in memory.
  - If you specify an Internet Fax destination after selecting Immediate Transmission, the mode switches to Memory Transmission.
  - If you try to select Immediate Transmission after specifying an Internet Fax destination, the "`Dest. and functions that could not be specified on immediate transmission is already selected.`" message appears. When this happens, press **[Exit]**.

**1** **Press [/] to display .**




**2** **Press [Manual].**




To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

**3** **Enter the e-mail address destination, and then press the【OK】key.**

If you enter an incorrect character, press the【Clear/Stop】key. Then, re-enter the characters correctly.

To change the e-mail address after pressing the【OK】key, press **[EditDest]**, re-enter an e-mail address, and then press the【OK】key.

**4** **To add a destination, press [Add Dest].**

**5** **Specify the next destination.**

To add another destination, repeat steps **4** and **5**.

**6 Specify the sender.**

For details about specifying senders, see “Sender Settings”.

**7 Press the [Start] key.**

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

**Note**

- ❒ Depending on security settings, **[Manual]** may not appear, and you may be unable to enter the e-mail address.
- ❒ For details about canceling a transmission, see “Canceling a Transmission”.
- ❒ To avoid accidentally pressing the wrong Quick Dial key, you can set the machine so that each time a destination is added using a Quick Dial key, **[Add Dest]** must be pressed. Make the setting in User Parameters (switch 17, bit 2) in the Fax Features menu.
- ❒ For the maximum number of digits for a destination, see “Maximum Values”.
- ❒ If “Auto Specify Sender Name” is set to “On”, the sender is automatically specified and you can omit the procedure for specifying a sender. If “On” is selected, the specified e-mail address is printed at “From:”. If no e-mail address is specified for the sender, or if the specified e-mail address is not programmed in the destination list, Internet Fax documents cannot be sent.

**Reference**

p.23 “Internet Fax Functions”

p.53 “Using the Quick Dial Keys”

p.82 “Canceling a Transmission”

p.89 “Sender Settings”

p.177 “Maximum Values”

“Entering Text”, About This Machine

“System Settings”, General Settings Guide

“Fax Features”, General Settings Guide

“Registering Addresses and Users for Facsimile/Scanner Functions”, General Settings Guide

## Bypassing the SMTP server

You can send Internet Fax documents directly to their destinations without going through the SMTP server.



**Important**

- ❒ To use this function, the following settings must be made. For details about these settings, see "System Settings", General Settings Guide and "Using a Host Name Instead of an IPv4 Address", Network Guide.
  - In "System Settings", "SMTP" in "E-mail Communication Port", set the port number to "25".
  - To specify the host name of the other party as the domain part of the e-mail address, program the host name of the other party on the DNS server.
- ❒ If the other party's IPv4 address is not registered on the DNS server, specify the IPv4 address at the domain part of the e-mail address.
- ❒ To use this function, the other party's fax machine must be:
  - compatible with Internet Fax
  - connected to the same LAN as this machine
  - have its reception protocol set to SMTP
- ❒ SMTP authentication set on the other party's fax machine is disabled when Internet Fax is transmitted using this function.
- ❒ If an Internet Fax is transmitted from the other party using this function, even if reception is not successful, an Error Mail Notification is not sent to the sender.
- ❒ When an Internet Fax is transmitted using this function, even if transmission is not successful, the error e-mail is not sent from the server.
- ❒ When using this function, you cannot send Internet Fax documents to the administrator's e-mail address programmed on this machine.

You can send Internet Fax documents directly to their destinations without going through the SMTP server. Internet Faxes are normally transmitted via the SMTP server. However, with this feature the domain part of the destination's e-mail address is read as the SMTP server's address and transmissions bypass the SMTP server. Since this reduces load on the server, you can send faxes without having to take server to destination transfer time into account.

There are two ways of specifying a destination, as follows:

❖ **Specify the other party's host name**

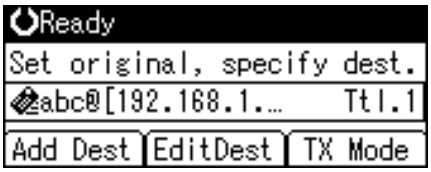
Specify a destination's e-mail address by adding the other party's host name to the domain part of the e-mail address. Specify the address to the right of @ as follows: "host name", ". (dot)", and "domain name".
xxxx@host name of the other party.domain name
Example: The other party's e-mail address is "abc@defcompany.com" and the host name is "HOST"; abc@HOST.defcompany.com

❖ **Specify the other party's IPv4 address**

Specify a destination's e-mail address by changing the domain part of the e-mail address to the other party's IPv4 address.

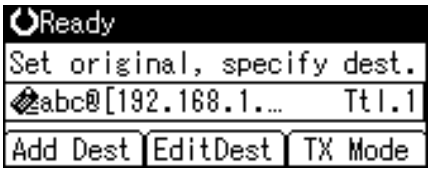
xxxx@[the other party's IPv4 address]

Example: The other party's e-mail address is “abc@defcompany.com” and the IPv4 address is “192.168.1.10”; abc@[192.168.1.10]



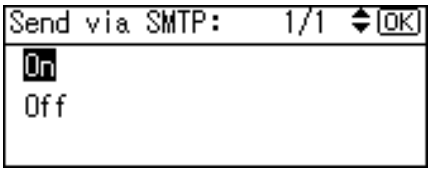

Follow these steps to bypass the SMTP server.

**1** **Press [TX Mode].**




**2** **Select [Send via SMTP Server] using 【▼】 or 【▲】, and then press the 【OK】 key.**

**3** **Select [On] or [Off] using 【▼】 or 【▲】, and then press the 【OK】 key.**




**4** **Press the 【Escape】 key.**

The standby screen appears.

**Note**

❒ When you specify destinations directly using the number keys, you can specify whether or not to use the SMTP server for each destination.

❒ When you select destinations in the destination list, the SMTP server setting specified in the Address Book is enabled.

❒ You can program one of the User Function keys with operations for this function. Using the User Function keys allow you to omit steps **1**, **2**, and **4**.

❒ To send Internet Fax documents from a computer, use the LAN-Fax Driver to specify whether or not to bypass the SMTP server. When sending with the **[Use device address]** check box selected, the SMTP server setting specified on this machine is enabled.

**Reference**

p.149 “Sending Fax Documents from Computers”

“System Settings”, General Settings Guide

“Fax Features”, General Settings Guide

“Registering Addresses and Users for Facsimile/Scanner Functions”, General Settings Guide

“Special Operations under Windows”, Network Guide



## Using the Quick Dial Keys

You can specify a destination simply by pressing the Quick Dial key to which the destination's number is registered.

When a Quick Dial key is pressed, the destination it is registered to appears on the screen.

Pressing [/] switches the destination list between fax number/IP-Fax destination and e-mail address .

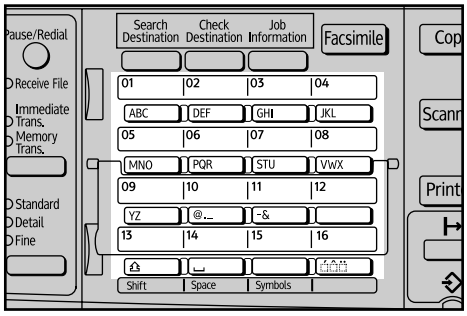
**Important**

❒ In the destination list, program an individual fax number, IP-Fax destination, e-mail address and/or groups of destinations.

### Specifying a destination using the Quick Dial key

**1 Press [/] to switch the destination type between  and .**

**2 Press the Quick Dial key in which the destination's number is programmed.**

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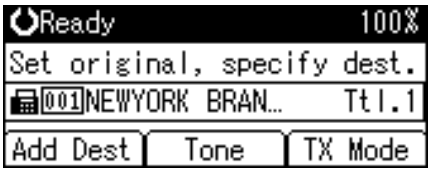
Flip the Quick Dial Flip Plate down to access Quick Dial keys 01 through 16, flip up to access keys 17 through 32.

The destination's name is shown on the display.



If you make a mistake, press the 【Clear/Stop】 key and try again.

To select more destinations, repeat steps 1 and 2.

When you add destinations, if you switch the destination type between and , press **[Add Dest]**, and then repeat steps 1 and 2.



**3 Press the 【Start】 key.**

**Note**

❒ Destinations programmed can be checked using "Destination List" in "Administrator Tools" in "System Settings".

❒ You do not have to press **[Add Dest]** when adding the same type of destination as you specified in step 1 using the Quick Dial keys.

**Reference**

"System Settings", General Settings Guide

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

## Specifying a group of destinations using the Quick Dial key

If you program multiple destinations into a group, you can send documents to all destinations in that group using just a few keystrokes. Destinations programmed in a group are indicated by .

**Important**

❒ In the destination list, program an individual fax number, IP-Fax destination, e-mail address and/or groups of destinations.

❒ Group destination can be used only for Memory Transmission; it cannot be used for Immediate Transmission.

- If you specify a group after selecting Immediate Transmission, the mode switches to Memory Transmission.
- If you try to select Immediate Transmission after specifying a group, the "`Dest. and functions that could not be specified on immediate transmission is already selected.`" message appears. When this happens, press **[Exit]**.

❒ The total number of destinations programmed in multiple groups should not exceed the maximum number of destinations you can specify for one file. For details, see "Maximum Values".

**1 Press [/] to switch the destination type between and .**

**2 Press the Quick Dial key in which the group is programmed.**

If you make a mistake, press the 【Clear/Stop】 key and try again.

To select more groups, repeat steps 1 and 2.

When you add destinations, if you switch the destination type between and , press **[Add Dest]**, and then repeat steps 1 and 2.



**3 Press the 【Start】 key.**

**Note**

❒ Destinations programmed in groups can be checked using "Group Destination List" in "Administrator Tools" in "System Settings".

❒ If a destination where a fax number, e-mail address, or IP-Fax destination is not programmed is included in the specified group, the confirmation message appears. Press **[Select]** to specify destinations where the fax number, the e-mail address, or IP-Fax destination is programmed. Press **[Cancel]** to change the destination. You can select the priority order used to specify an alternative destination if there is no destination of the specified type. Make this setting with User Parameters (switch 32, bit 0) in the Fax Features menu.

❒ To cancel any destination(s) among the group, press **[View]** and display the desired destination using 【▲】 or 【▼】, and then press the 【Clear/Stop】 key.

**Reference**

p.56 "Checking the Specified Destination"

p.177 "Maximum Values"

"System Settings", General Settings Guide

"Fax Features", General Settings Guide

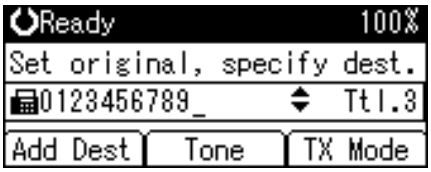
"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

## Checking the Specified Destination

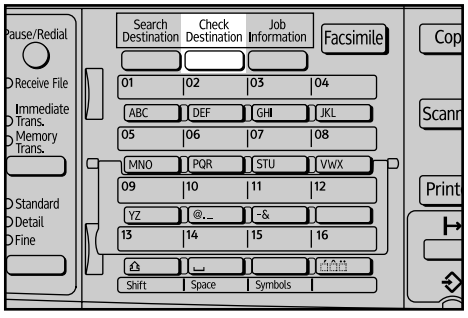
This section explains how to check the specified destinations.

If you specified a destination from the destination list, you can display names, fax numbers, e-mail addresses, or IP-Fax destinations. If a group is specified as the destination, you can display the fax numbers, e-mail addresses, or IP-Fax destinations of the group.

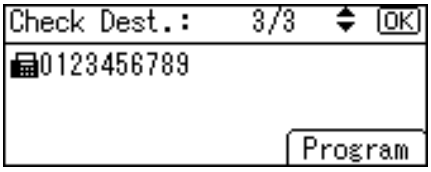
**1** **Make sure the destination name appears on the display.**




**2** **Press the 【Check Destination】 key.**




**3** **If you specified more than one destination, display them one by one using 【▲】 or 【▼】.**




**4** **Press the 【OK】 key when confirmation is complete.**

The display returns to that of step **1**.

**Note**

❒ If you specified a group using the Quick Dial keys, , the group icon appears to the left of the destination name by pressing the **【Check Destination】** key.

❒ When you specify a destination using the number keys, **[Program]** appears on the screen by pressing the **【Check Destination】** key. Press **[Program]** to register a selected destination in the destination list.

**Reference**

p.60 “Programming Destinations from Check Destination Screen”

## Redial

The machine stores the latest destinations specified for each transmission method. This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination again.



**Important**

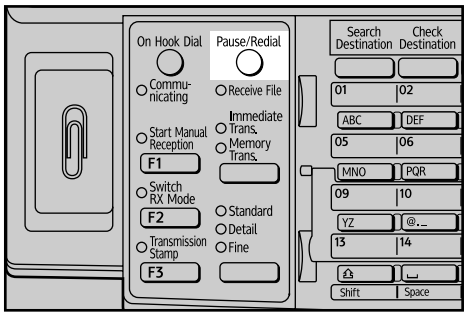
❒ The following kinds of destinations are not stored:

- Destinations specified using the destination list
- Destinations specified as a group destination
- Destinations dialed using the external telephone
- Destinations dialed by Redial (regarded as already stored in memory)
- Second and later destinations broadcasted to
- Destinations specified in the LAN-Fax Driver on the computer

❒ To redial a fax number, do not dial any numbers before you press the 【Pause/Redial】 key. If you press the 【Pause/Redial】 key after entering numbers using the number keys, a pause is entered instead.

**1 Place the original, and then select the scan settings you require.**

**2 Press the 【Pause/Redial】 key.**

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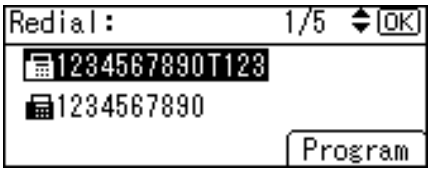
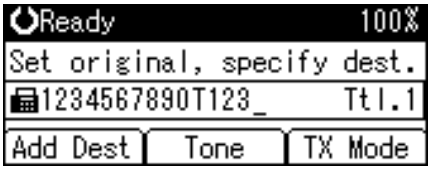
**3 Select the destination you want to redial to using 【▲】 or 【▼】, and then press the 【OK】 key.**




**4 Press the 【Start】 key.**



**Note**

❒ You can specify Internet Fax destination using the Redial function. Select this function before pressing **[Manual]**.

❒ When you press **[Program]**, you can register a selected recipient in the destination list.

❒ For the maximum number of redials the machine can store, see "Maximum Values".

**Reference**

p.61 "Programming Destinations from Redial Screen"

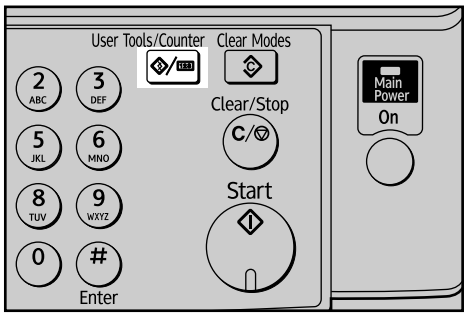
p.177 "Maximum Values"

# Programming Destinations in the Address Book

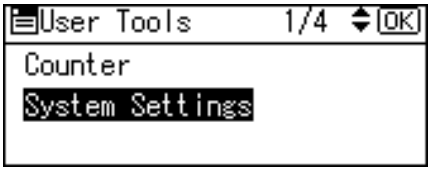


You can program fax numbers, e-mail addresses, IP-Fax destinations, and folder destinations using Address Book Management in Administrator Tools in the System Settings menu.

**1** **Press the【User Tools/Counter】key.**

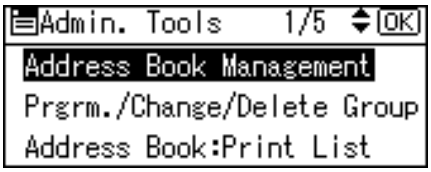



**2** **Select [System Settings] using【▲】or【▼】, and then press the【OK】key.**

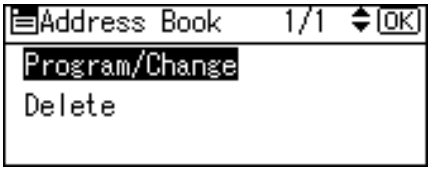



**3** **Select [Administrator Tools] using【▲】or【▼】, and then press the【OK】key.**

**4** **Select [Address Book Management] using【▲】or【▼】, and then press the【OK】key.**



5 **Select [Program/Change] using [▲] or [▼], and then press the [OK] key.**




For the procedure to follow, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

**Note**

- ❒ You can also register programmed fax numbers, e-mail addresses, IP-Fax destinations, and folder destinations in a group.
- ❒ When the facsimile initial display is shown, after changing the contents of the Address Book, the "`Settings have been updated. The selected dest./functions have been cancelled.`" message appears. Press **[Exit]** to bring up the facsimile's initial display.
- ❒ You can register in the Address Book using Web Image Monitor or SmartDeviceMonitor for Admin. For details about installation, see "Monitoring and Configuring the Printer", Network Guide, or, for information about the Address Book, see the relevant Help.

**Reference**

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

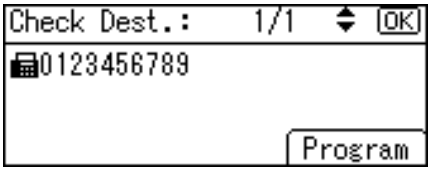
"Monitoring and Configuring the Printer", Network Guide

## Programming Destinations from Check Destination Screen

This section explains how to register a directly entered fax number, e-mail address, or IP-Fax destination to the Address Book using the Check Destination screen.

If **[Program]** appears on the screen, it is possible to register a destination displayed on the check destination screen to the Address Book.

1 **On the check destination screen, select the destination you want to register to the Address Book.**




2 **Press [Program].**

For details about registering destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

**3** **Make the settings, and then press the【OK】key.**

The screen returns to that of step **1**.

**Note**

❒ Depending on security settings, **[Program]** may not appear, and you may be unable to register the destination.

**Reference**

p.56 “Checking the Specified Destination”

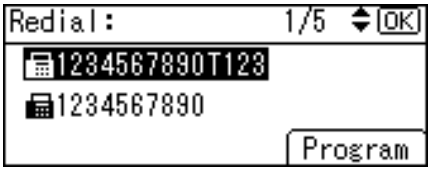
“Registering Addresses and Users for Facsimile/Scanner Functions”, General Settings Guide

## Programming Destinations from Redial Screen

This section explains how to register a directly entered fax number, e-mail address, or IP-Fax destination to the Address Book using the Redial screen.

If **[Program]** appears on the screen, it is possible to register a destination displayed on the Redial screen to the Address Book.

**1** **On the Redial screen, select the destination you want to register to the Address Book.**




**2** **Press [Program].**

For details about registering destinations, see “Registering Addresses and Users for Facsimile/Scanner Functions”, General Settings Guide.

**3** **Make the settings, and then press the【OK】key.**

The screen returns to that of step **1**.

**Note**

❒ Depending on security settings, **[Program]** may not appear, and you may be unable to register the destination.

**Reference**

p.57 “Redial”

“Registering Addresses and Users for Facsimile/Scanner Functions”, General Settings Guide

# Searching for a Destination in the Address Book



Use this function to search for a destination registered in the destination list or on the LDAP server.

**Important**

❒ To search for a destination from an LDAP server, the LDAP server must be registered in advance. For details about registering LDAP servers, see "System Settings", General Settings Guide.

**Note**

❒ The search returns destinations whose first characters match the entered characters.

❒ A warning message appears if the search returns more than the maximum number of destinations you can search for at a time. Press **[Exit]** and change the destination name to view fewer destinations.

**Reference**

p.177 "Maximum Values"

"System Settings", General Settings Guide

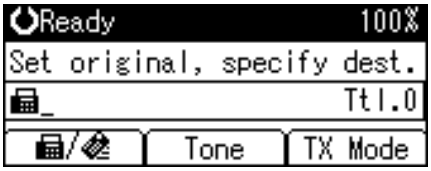
## Search by Name

Follow these steps to search for a destination registered in the Address Book by name.

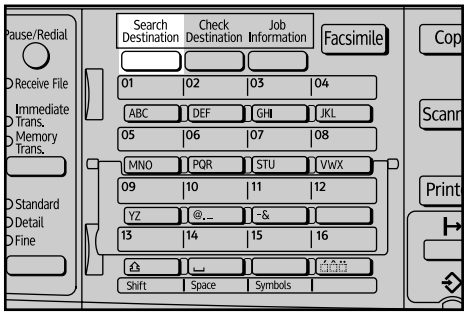
**Important**

❒ If **[LDAP Search]** is set to **[Off]** in Administrator Tools, in the System Settings menu, the display for selecting either **[Search Address Book]** or **[Search LDAP]** does not appear.

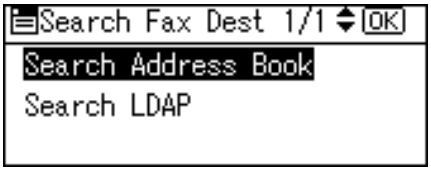
**1** **Press [/] to switch the destination type between and .**



**2** **Press the【Search Destination】key.**

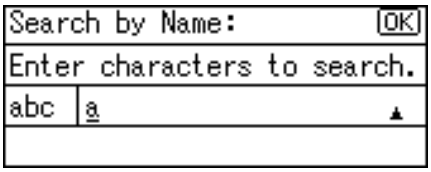



**3** **Select [Search Address Book] using【▲】or【▼】, and then press the【OK】key.**




**4** **Select [Search by Name] using【▲】or【▼】, and then press the【OK】key.**

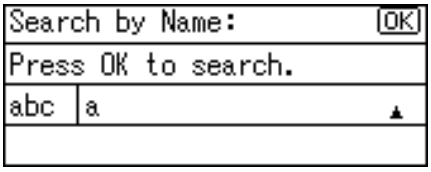
**5** **Enter the destination name you want to search for, and then press the【OK】key.**




Depending on the type of characters to enter, press the【Shift】key to switch the mode.

If you enter the wrong destination name, before pressing the【OK】key, press the【Clear/Stop】key, and then enter the correct destination name.

**6** **Confirm the characters you entered, and then press the【OK】key.**




When the search is finished, the results appear.

**7** **Select a destination using [▲] or [▼], and then press [►] to specify it (put a tick against it).**

Multiple destinations can be selected.

Press [◄] to deselect a destination.

**8** **Press the [OK] key.**

**Note**

❒ If no destination matches the specified text, the "Specified destination is not programmed." message appears. Press **[Exit]** to return to the display of step **4**.

❒ You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press **[Exit]** to return to the standby screen.

❒ Press **[Add Dest]** to specify other destinations.

**Reference**

"Entering Text", About This Machine

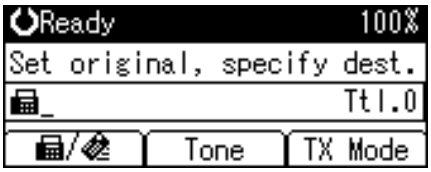
## Search by Destination List

Follow these steps to search for a destination registered in the Address Book using the destination list.

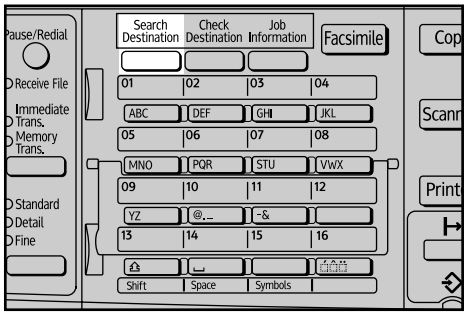
**Important**

❒ If **[LDAP Search]** is set to **[Off]** in Administrator Tools, in the System Settings menu, the display for selecting either **[Search Address Book]** or **[Search LDAP]** does not appear.

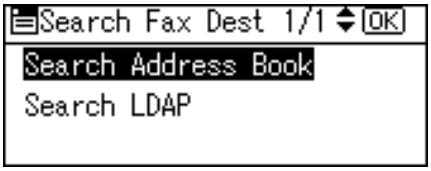
**1** **Press [/] to switch the destination type between and .**



**2** **Press the [Search Destination] key.**




**3** **Select [Search Address Book] using [▲] or [▼], and then press the [OK] key.**




**4** **Select [Display List] using [▲] or [▼], and then press the [OK] key.**

Destinations appear in registration number order.

**5** **Select a destination using [▲] or [▼], and then press [►] to specify it (put a tick against it).**

Multiple destinations can be selected.

Press [◄] to deselect a destination.

**6** **Press the [OK] key.**

**Note**

❒ You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press **[Exit]** to return to the standby screen.

❒ Press **[Add Dest]** to specify other destinations.

## Search by Registration Number

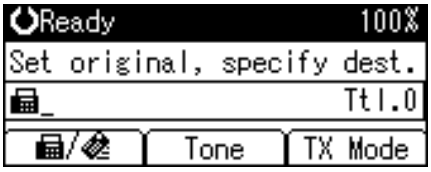
Follow these steps to search for a destination by specifying a registration number stored in the destination list.



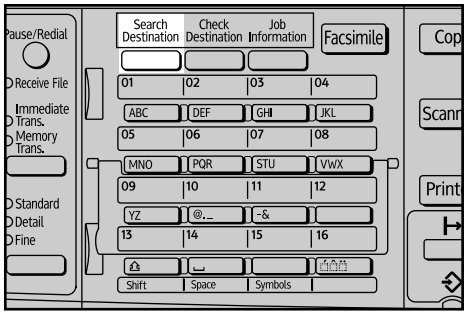
**Important**

❒ If **[LDAP Search]** is set to **[Off]** in Administrator Tools, in the System Settings menu, the display for selecting either **[Search Address Book]** or **[Search LDAP]** does not appear.

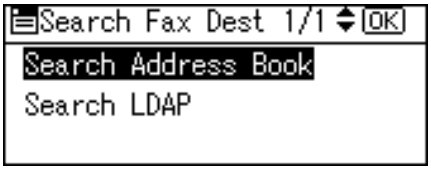
**1** **Press [/] to switch the destination type between and .**




**2** **Press the [Search Destination] key.**

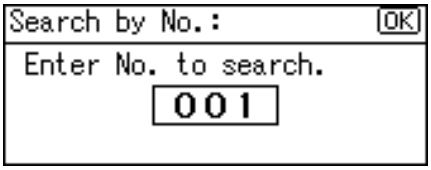



**3** **Select [Search Address Book] using [▲] or [▼], and then press the [OK] key.**




**4** **Select [Search by Registration No.] using [▲] or [▼], and then press the [OK] key.**

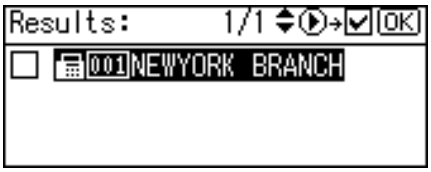
**5 Enter the three-digit registration number using the number keys, and then press the【OK】key.**




If you enter the wrong registration number, before pressing the【OK】key, press the【Clear/Stop】key, and then enter the correct registration number.

When the search is finished, the result appears.

**6 Press【▶】to select a destination, and press the【OK】key.**




To deselect a destination, before pressing the【OK】key, press【◀】.

**Note**

❒ If no destination matches the specified text, the "Specified destination is not programmed." message appears. Press **[Exit]** to return to the display of step 4.

❒ You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press **[Exit]** to return to the standby screen.

❒ Press **[Add Dest]** to specify other destinations.

❒ You can program one of the User Function keys with operations for this function. Using the User Function keys allow you to omit steps 2 through 4, and 6.

## Search by Fax Number

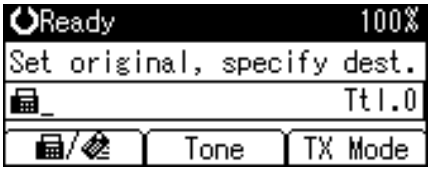
Follow these steps to search for a destination registered in the Address Book by fax number.

1

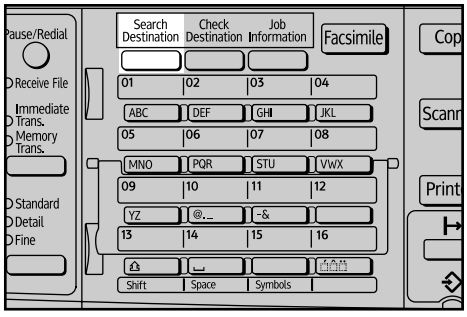
**Important**

❒ If **[LDAP Search]** is set to **[Off]** in Administrator Tools, in the System Settings menu, the display for selecting either **[Search Address Book]** or **[Search LDAP]** does not appear.

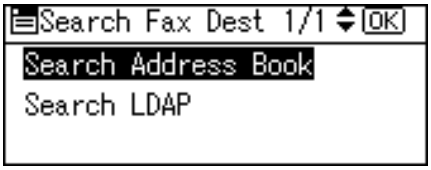
**1** **Press [/] to display .**




**2** **Press the 【Search Destination】 key.**



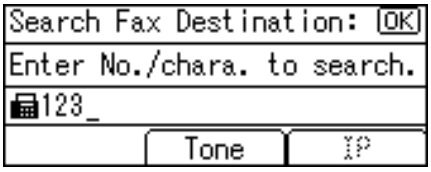

**3** **Select [Search Address Book] using 【▲】 or 【▼】, and then press the 【OK】 key.**




**4** **Select [Search Fax Destination] using 【▲】 or 【▼】, and then press the 【OK】 key.**

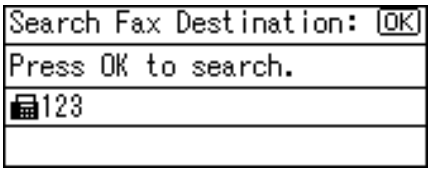
If **[Search Fax Destination]** does not appear, press the 【**Escape**】 key to return to step **1**, and then switch the destination to .

**5** **Enter the number you want to search for, and then press the 【OK】 key.**




If you enter the wrong number, before pressing the 【OK】 key, press the 【Clear/Stop】 key, and then enter the correct number.

**6** **Confirm the numbers you entered, and then press the 【OK】 key.**




When the search is finished, the results appear.

**7** **Select a destination using 【▲】 or 【▼】, and then press 【►】 to specify it (put a tick against it).**

Multiple destinations can be selected.

Press 【◄】 to deselect a destination.

**8** **Press the 【OK】 key.**

**Note**

❒ If no destination matches the specified text, the "Specified destination is not programmed." message appears. Press **[Exit]** to return to the display of step **4**.

❒ You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press **[Exit]** to return to the standby screen.

❒ Press **[Add Dest]** to specify other destinations.

## Search by E-mail Address

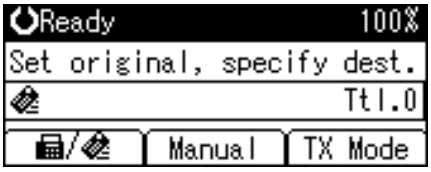
Follow these steps to search for a destination registered in the destination list by e-mail address.

1

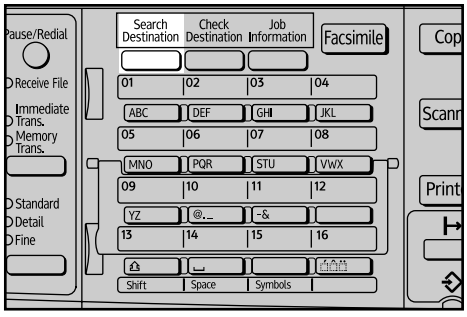
**Important**

❒ If **[LDAP Search]** is set to **[Off]** in Administrator Tools, in the System Settings menu, the display for selecting either **[Search Address Book]** or **[Search LDAP]** does not appear.

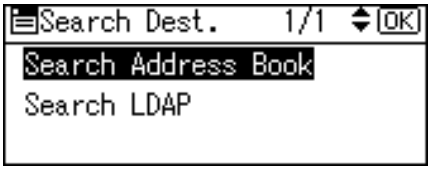
**1** **Press [/] to display .**



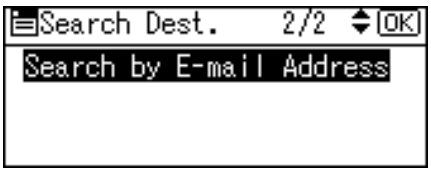

**2** **Press the 【Search Destination】 key.**




**3** **Select [Search Address Book] using 【▲】 or 【▼】, and then press the 【OK】 key.**

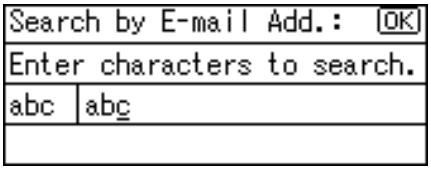



**4** **Select [Search by E-mail Address] using 【▲】 or 【▼】, and then press the 【OK】 key.**



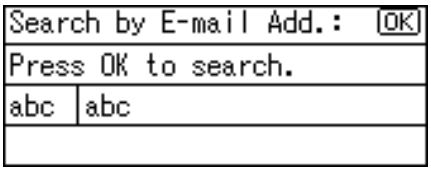

If **[Search by E-mail Address]** does not appear, press the **【Escape】** key to return to step **1**, and then switch the destination to .

**5** **Enter the e-mail address you want to search for, and then press the 【OK】 key.**




If you enter the wrong e-mail address, before pressing the 【OK】 key, press the 【Clear/Stop】 key, and then enter the correct e-mail address.

**6** **Confirm the e-mail address you entered, and then press the 【OK】 key.**




When the search is finished, the results appear.

**7** **Select a destination using 【▲】 or 【▼】, and then press 【►】 to specify it (put a tick against it).**

Multiple destinations can be selected.

Press 【◄】 to deselect a destination.

**8** **Press the 【OK】 key.**

**Note**

❒ If no destination matches the specified text, the "`Specified destination is not programmed.`" message appears. Press **[Exit]** to return to the display of step **4**.

❒ You cannot specify destinations twice. If you try, the "`This destination has already been programmed.`" message appears. Press **[Exit]** to return to the standby screen.

❒ Press **[Add Dest]** to specify other destinations.

## Search by IP-Fax Destination

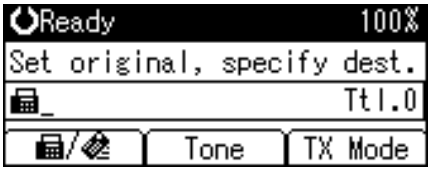
Follow these steps to search for a destination registered in the Address Book by IP-Fax destination.

1

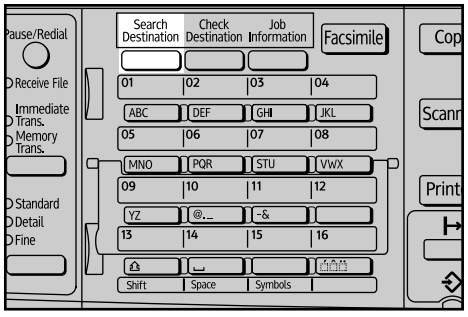
**Important**

❒ If **[LDAP Search]** is set to **[Off]** in Administrator Tools, in the System Settings menu, the display for selecting either **[Search Address Book]** or **[Search LDAP]** does not appear.

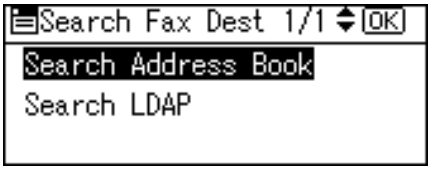
**1** **Press [/] to display .**




**2** **Press the 【Search Destination】 key.**



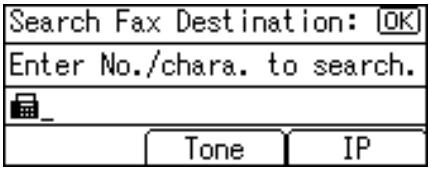

**3** **Select [Search Address Book] using 【▲】 or 【▼】, and then press the 【OK】 key.**




**4** **Select [Search Fax Destination] using 【▲】 or 【▼】, and then press the 【OK】 key.**

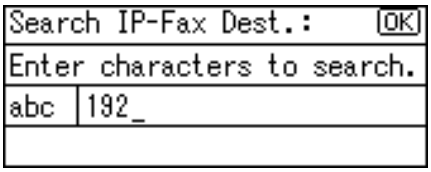
If **[Search Fax Destination]** does not appear, press the 【**Escape**】 key to return to step **1**, and then switch the destination to .

**5** **Press [IP].**



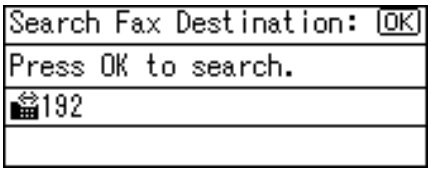

The Search IP-Fax Destination screen appears.

**6** **Enter the IP-Fax destination you want to search for, and then press the【OK】key.**




If you enter the wrong destination, before pressing the【OK】key, press the【Clear/Stop】key, and then enter the correct destination.

**7** **Confirm the IP-Fax destination you entered, and then press the【OK】key.**




When the search is finished, the results appear.

**8** **Select a destination using【▲】or【▼】, and then press【►】to specify it (put a tick against it).**

Multiple destinations can be selected.

Press【◄】to deselect a destination.

**9** **Press the【OK】key.**

**Note**

❒ If no destination matches the specified text, the "Specified destination is not programmed." message appears. Press **[Exit]** to return to the display of step **4**.

❒ You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press **[Exit]** to return to the standby screen.

❒ Press **[Add Dest]** to specify other destinations.

## Search by LDAP Server

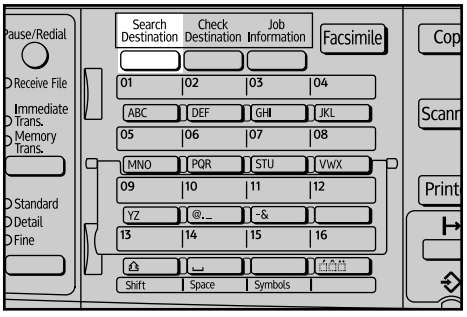
Follow these steps to search for a destination registered in the Address Book using the LDAP server.



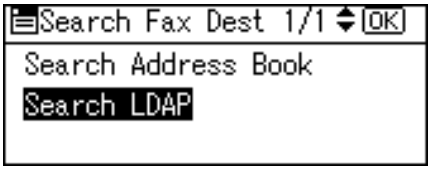
**Important**

❒ This function is not available if **[LDAP Search]** is set to **[Off]** under Administrator Tools, in the System Settings menu.

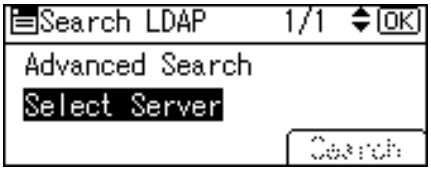
**1** **Press the 【Search Destination】 key.**



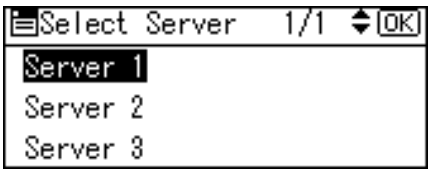

**2** **Select [Search LDAP] using 【▲】 or 【▼】, and then press the 【OK】 key.**




**3** **Select [Select Server] using 【▲】 or 【▼】, and then press the 【OK】 key.**

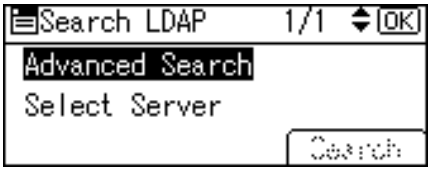



**4** **If more than one server is programmed, select the server you want to search using 【▲】 or 【▼】, and then press the 【OK】 key.**

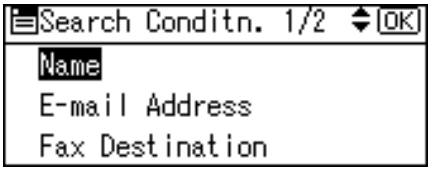



The screen returns to that of step **3**.

**5** **Select [Advanced Search] using 【▲】 or 【▼】, and then press the 【OK】 key.**

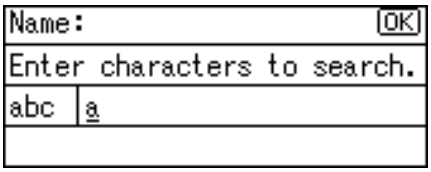



**6** **Select a search condition using 【▲】 or 【▼】, and then press the 【OK】 key.**




Conditions (Name, E-mail Address, Fax Destination, Company Name, and Department Name) are those programmed in the LDAP server.

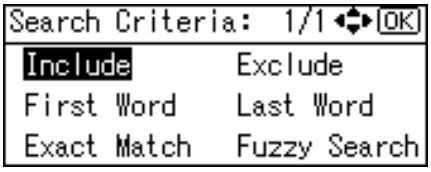
**7** **Enter a partial string, and then press the 【OK】 key.**




Depending on the type of characters you need to enter, press the 【Shift】 key to switch between modes.

To search for an IP-Fax destination, press **[IP]** on the Fax Destination screen.

**8** **Select the search criteria using the scroll keys, and then press the [OK] key.**



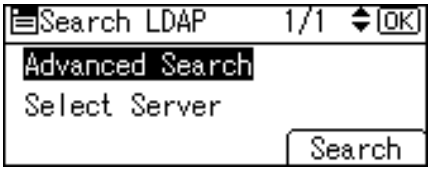

The meanings of the search criteria are as follows:

- **[Include]**: Search for strings that include the specified character.
  Example: When searching for "ABC", enter "A", "B", or "C".
- **[Exclude]**: Search for strings that do not include the specified character.
  Example: When searching for "ABC", enter "D".
- **[First Word]**: Search for strings that start with the specified character.
  Example: When searching for "ABC", enter "A".
- **[Last Word]**: Search for strings that end with the specified character.
  Example: When searching for "ABC", enter "C".
- **[Exact Match]**: Search for strings that fully match the specified character.
  Example: When searching for "ABC", enter "ABC".
- **[Fuzzy Search]**: Perform a fuzzy search (according to the searching method supported by the LDAP server).

**9** **Press the [Escape] key.**

The screen returns to that of step **5**.

**10** **Press [Search].**




When the search is finished, the results appear.

**11** **Select a destination using [▲] or [▼], and then press [►] to specify it (put a tick against it).**

Multiple destinations can be selected.

Press the **[Check Destination]** key to display details about the selected destination.

Press [◄] to deselect a destination.

**12** **Press the [OK] key.**

**Note**

- ❒ Although one user can program multiple e-mail addresses, only one address can be retrieved by the search. The address retrieved by the search depends on the searching method supported by the LDAP server. However, the address programmed first is normally retrieved.
- ❒ You can add one additional search condition for LDAP servers by specifying the Search Options under Prog/Chnge/Del LDAP Server under System Settings. For details about setting Search Options, see "System Settings", General Settings Guide.
- ❒ The string you enter in the **[Name]** condition field in step **6** is read as the first or last name, depending on the administrator's setting. For example, to search for the name "John Smith", ask the system administrator whether you should enter "John" or "Smith".

**Reference**

"Entering Text", About This Machine

"System Settings", General Settings Guide

# On Hook Dial

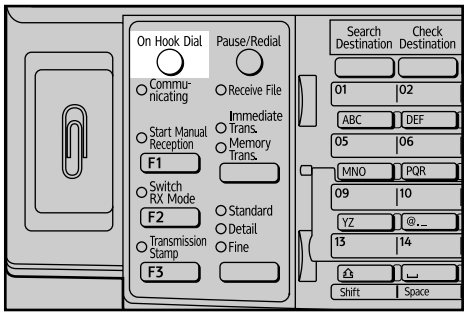
The On Hook Dial function allows you to dial while listening to the tone from the internal speaker. You can send a fax checking the connection.

**Important**

❒ This function is not available for Internet Fax and IP-Fax.

**1 Place the original, and then select the scan settings you require.**

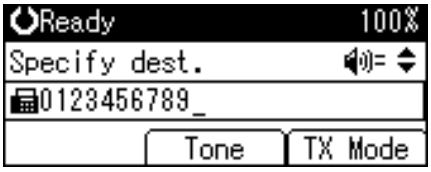
**2 Press the【On Hook Dial】key.**




You will hear a low tone from the internal speaker.

If you want to cancel this operation, press the【On Hook Dial】key again.

**3 Dial.**




To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

The machine immediately dials the destination.

If you make a mistake, press the【On Hook Dial】or【Clear Modes】key, and then try again.

**4 When the line is connected and you hear a high-pitched tone, press the【Start】key.**

The transmission starts.

If you want to cancel a transmission, press the【Clear/Stop】key, and then remove the originals.

After transmission, the standby display appears.

**Note**

❒ This function is unavailable in some countries.

❒ Press 【▲】 or 【▼】 to adjust the volume of the on-hook sound in eight increments. At the maximum volume level, ▲ changes to △. Similarly, at the minimum level, ▼ changes to ▽. The volume can also be preprogrammed in the Fax Features menu.

❒ If you have an external telephone on the fax machine, you can speak with the other party when you hear a voice. If you hear a voice before pressing the 【**Start**】 key, pick up the external telephone and tell the receiver you want to send a fax document (ask them to switch to facsimile mode).

❒ For details about On Hook Release Time, see "Fax Features", General Settings Guide.

**Reference**

p.53 "Using the Quick Dial Keys"

"Fax Features", General Settings Guide

# Manual Dial



Pick up the handset of the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax document. If, on the other hand, you hear a voice at the other end, continue conversation as normal.

**Important**

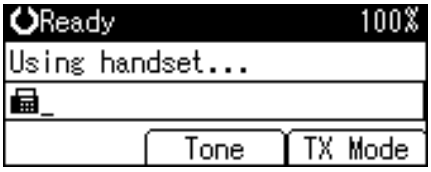
- ❒ An external telephone is required.
- ❒ This function is not available for Internet Fax and IP-Fax.

**1 Place the original, and then select the scan settings you require.**

**2 Pick up the handset.**

You will hear a dial tone.

**3 Dial.**




To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

The machine immediately dials the destination.

If you make a mistake, replace the handset, and then try again from step 2.

**4 When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax document.**

If you hear a voice, tell the receiver that you want to send them a fax document (ask them to switch to facsimile mode).

The transmission starts.

**5 Replace the handset.**

If you want to cancel a transmission, press the 【Clear/Stop】 key, and then remove the originals.

After transmission, the standby display appears.

**Note**

- ❒ When the operation switch is off, even if the main power switch is on, you cannot operate this machine using only the handset of the external telephone. You must first press the operation switch to turn on the machine.

**Reference**

p.53 "Using the Quick Dial Keys"

# Memory Storage Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals.



**Important**

❒ If you use Parallel Memory Transmission, the Memory Storage Report is not printed.

**Note**

❒ You can turn this report on and off with the User Parameters (switch 03, bit 2) in the Fax Features menu.

❒ Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

❒ You can select whether to include part of the original image on the report with the User Parameters (switch 04, bit 7) in the Fax Features menu.

❒ You can select whether to display a destination with the User Parameters (switch 04, bit 4) in the Fax Features menu.

❒ You can select whether to display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.

**Reference**

"Fax Features", General Settings Guide

# Canceling a Transmission

This section explains how to cancel a fax transmission.



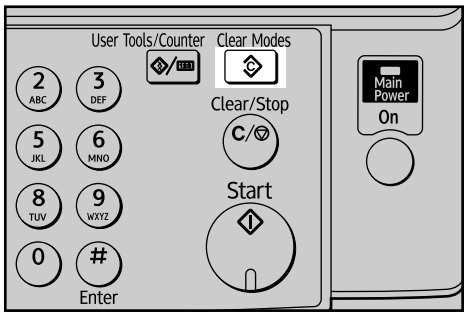
**Important**

❒ Remember that the Communicating indicator turns off almost immediately when an Internet Fax is being sent.

## Before the Original Is Scanned

Use this procedure to cancel a transmission before pressing the【Start】key.

**1 Press the【Clear Modes】key.**



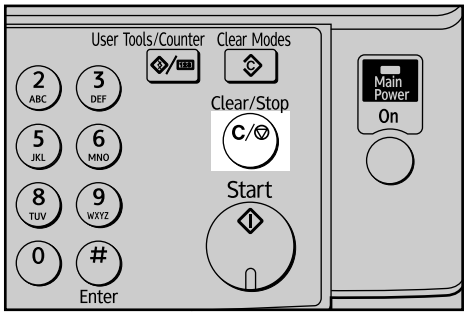

**Note**

❒ When originals are placed into the ARDF, you can cancel transmission simply by removing them.

## While the Original Is Being Scanned

Use this procedure to cancel a transmission after pressing the【Start】key.

**1 Press the【Clear/Stop】key.**




The machine stops scanning.

**Note**

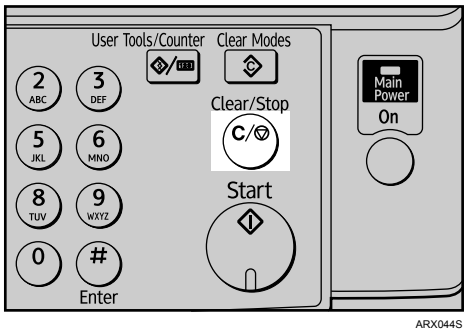
❒ Scanning may be completed while you are performing the cancel operation.

## While the Original Is Being Transmitted

Follow these steps to cancel a transmission while the Communicating indicator is lit.

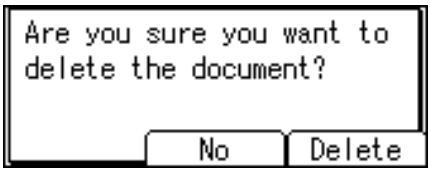


**1** **Press the 【Clear/Stop】 key.**




**2** **Select the file you want to cancel using 【▲】 or 【▼】, and then press [Stop TX].**

**3** **Press [Delete].**




To cancel stopping transmission, press **[No]**.

**4** **Press the 【Escape】 key.**

The standby display appears.

**Note**

❒ If you cancel a document while it is being sent, the transmission is halted as soon as you finish the cancellation procedure. However, some pages of the document may already have been sent and received at the other end.

❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

❒ If multiple destinations were specified, only one destination number appears.

## Before the Transmission Is Started

Use this procedure to cancel a transmission after the original is scanned.

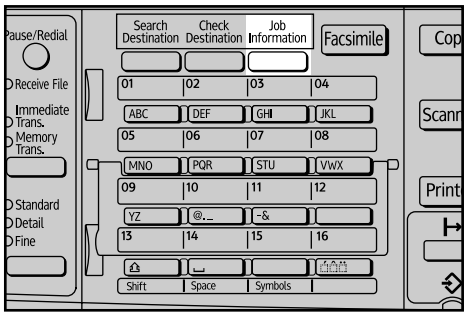
This function is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and then delete it.

You can cancel transmission of a file while the file is being sent, stored in memory, or fails to transmit. All the scanned data is deleted from memory.

**Important**

❒ This function is unavailable with Immediate Transmission.

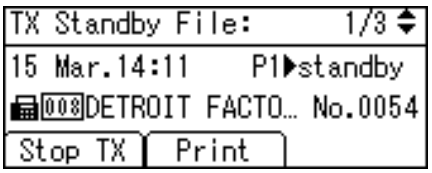
**1** **Press the 【Job Information】 key.**



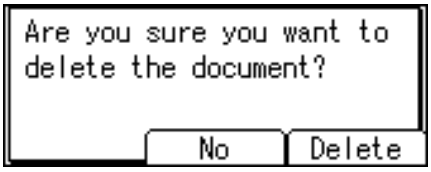

ARX037S

**2** **Select [Check/Stop TX File] using 【▲】 or 【▼】, and then press the 【OK】 key.**

**3** **Select the file you want to cancel using 【▲】 or 【▼】, and then press [Stop TX].**



**4** **Press [Delete].**




The display returns to that of step **3**.

To cancel another file, repeat from step **3**.

To cancel stopping transmission, press **[No]**.

**5** **Press the 【Escape】 key twice.**

The standby display appears.

**Note**

❒ If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and is received at the other end.

❒ If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.

❒ If multiple destinations were specified, only the number of the destinations that have not received the document you sent is shown.

❒ If multiple destinations were specified, only one destination number appears.

This section explains the features of **[TX Mode]**, which you can use to apply various transmission functions.

# Sending at a Specific Time (Send Later)

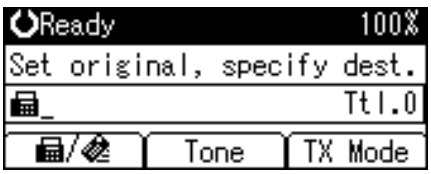
Using this function, you can instruct the machine to delay transmission of your fax document until a specified later time. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.

**Important**

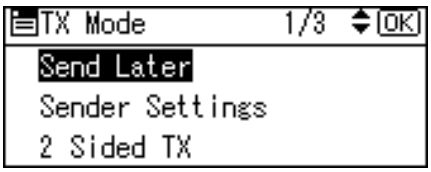
- ❒ If the machine is switched off for about twelve hours, all fax documents stored in memory are lost. If documents are lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost documents. For details, see "Troubleshooting When Using the Facsimile Function", Troubleshooting.
- ❒ This function is unavailable with Immediate Transmission. If you specify Immediate Transmission for this function, the "`Dest. and functions that could not be specified on immediate transmission is already selected.`" message appears. When this happens, press **[Exit]**, and then switch to Memory Transmission.

**1 Place the original, and then select the scan settings you require.**

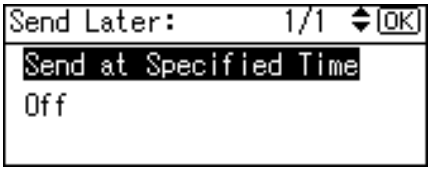
**2 Press [TX Mode].**




**3 Select [Send Later] using [▲] or [▼], and then press the [OK] key.**

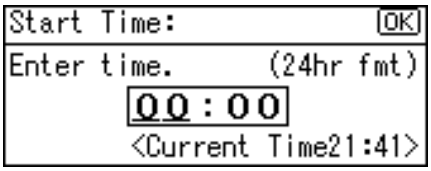


4 **Select [Send at Specified Time] using 【▲】 or 【▼】, and then press the 【OK】 key.**




To cancel the setting, select **[Off]**, and then press the 【OK】 key. The display returns to that of step 3.

5 **Enter the time (24 hour format) using the number keys, and then press the 【OK】 key.**




When entering numbers smaller than 10, add a zero at the beginning.

If you make a mistake, press the 【Clear/Stop】 key before pressing the 【OK】 key, and then try again.

To cancel Send Later, press the 【Escape】 key. The display returns to that of step 3.

6 **Press the 【Escape】 key.**

The standby display appears.

To check the settings, press **[TX Mode]**.

7 **Specify a destination, and then press the 【Start】 key.**

**Note**

❒ You can specify a time within 24 hours of the current time.

❒ If the current time shown is not correct, change it.

**Reference**

p.82 “Canceling a Transmission”

“System Settings”, General Settings Guide

“Troubleshooting When Using the Facsimile Function”, Troubleshooting

# Sender Settings

Use this function to set sender information.

If the sender's e-mail address is registered in the destination list, the sender can receive transmission results by e-mail.

Also, if you enable the Stamp Sender Name, the registered sender's name (user name) appears on the receiver's sheet, lists, and report.

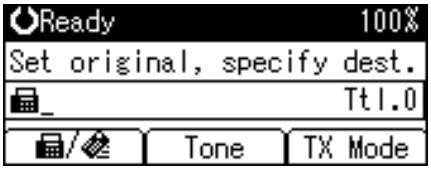


**Important**

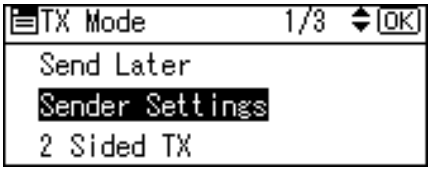
- ❒ To receive transmission results by e-mail, the optional printer/scanner unit must be installed.
- ❒ In the destination list, register senders, specify their e-mail addresses, and register as **[Sender Only]** or **[Dest. & Sender]** in advance using "Address Book Management" in "System Settings".
- ❒ If user authentication is set, the user logged in is set as sender. The transmission result is sent to the logged-in user's e-mail address.

**1** **Place the original, and then select the scan settings you require.**

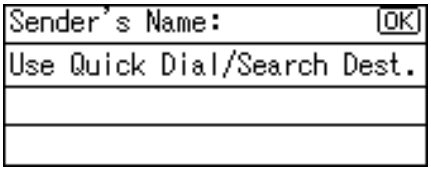
**2** **Press [TX Mode].**




**3** **Select [Sender Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

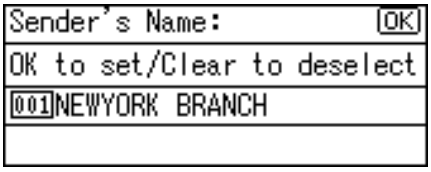



**4** **Select a sender.**




If a destination protection code is set, the entry screen appears. Enter the protection code for destination using the number keys, and then press the 【OK】 key.

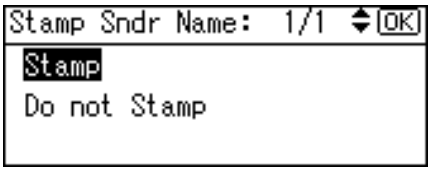
**5** **Confirm the selected sender, and then press the [OK] key.**



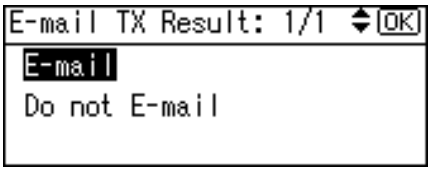



**6** **To print the sender's name on the receiver's sheet, select [Stamp] using [▲] or [▼], and then press the [OK] key.**

If you enable this function, the sender's name (user name) appears on the receiver's sheet, lists, and report.




**7** **To confirm transmission results by e-mail using Internet Fax, select [E-mail] using [▲] or [▼], and then press the [OK] key.**




If the sender's e-mail address is registered, you can specify whether or not to send the transmission result by e-mail to the sender. If you enable this function, the transmission result is sent to the registered mail address.

The display returns to that of step **3**.

**8** **Press the [Escape] key.**

The standby display appears.

To check the settings, press **[TX Mode]**.

**9** **Specify the destination, and then press the [Start] key.**

**Note**

❒ You can confirm transmission results by using both the E-mail TX Result function, which sends the results by e-mail, and the Communication Result Report printed by the machine. You can set whether to use both of these together in User Parameters (switch 10, bit 6) in the Fax Features menu.

❒ You can program one of the User Function keys with operations for Sender Settings. User Function keys allow you to omit steps 2, 3, and 8.

❒ You can use Communication Result Report, etc. to check usage status by specified users. If user authentication is set, you can check usage by logged-in users. If User Code is set to sender, you can count the number of uses by each user.

❒ To cancel the Sender Settings, cancel the transmission. See "Canceling a Transmission".

**Reference**

p.82 "Canceling a Transmission"

"Fax Features", General Settings Guide

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

# E-mail Options

This section explains the settings required for using the Internet Fax function.

**Important**

❒ To use Internet Fax functions, the optional printer/scanner unit must be installed.



## Entering the Subject

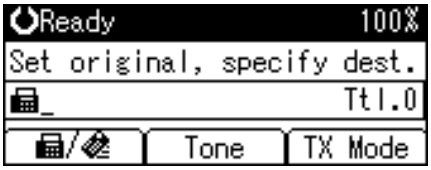
Allows you to enter a subject for the e-mail document you want to send.

**Important**

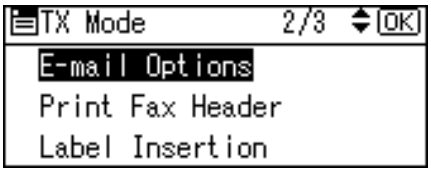
❒ To use Internet Fax functions, the optional printer/scanner unit must be installed.

**1** **Place the original, and then select the scan settings you require.**

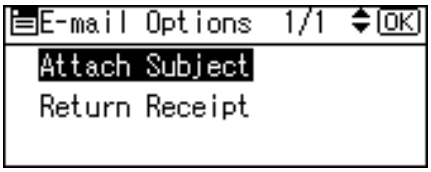
**2** **Press [TX Mode].**



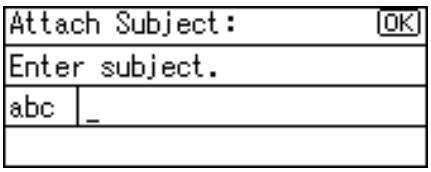

**3** **Select [E-mail Options] using 【▲】 or 【▼】, and then press the 【OK】 key.**




**4** **Select [Attach Subject] using 【▲】 or 【▼】, and then press the 【OK】 key.**




**5** **Enter the subject line, and then press the 【OK】 key.**




Depending on the type of characters to enter, press the 【Shift】 key to switch the mode.

The screen returns to that of step **4**.

**6 Press the [Escape] key twice.**

The standby screen returns.

To check the settings, press **[TX Mode]**.

**7 Specify a destination.**

**8 Specify the sender.**

For details about specifying senders, see "Sender Settings".

**9 Press the [Start] key.**

**Note**

❒ If you send e-mail without setting a subject, a subject is automatically inserted. For details about how the subject is automatically inserted, see "E-mail Subject" and "Received Images".

❒ You cannot send a subject only as e-mail without an original.

❒ For the maximum number of characters for an e-mail subject, see "Maximum Values".

**Reference**

p.26 "E-mail Subject"

p.89 "Sender Settings"

p.117 "Received Images"

p.177 "Maximum Values"

"Entering Text", About This Machine

## Requesting a Reception Notice

You can confirm sent documents were properly received using e-mail or the Journal.

When Reception Notice is set under "E-mail Options", the receiver sends back a reception notice message. Once the reception notice message is received, "OK" appears in the Result column of the Journal, allowing the originator to verify the transmission was received.

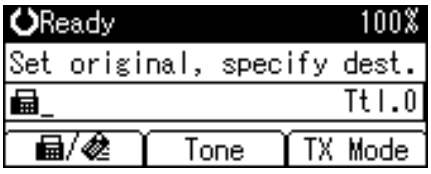


**Important**

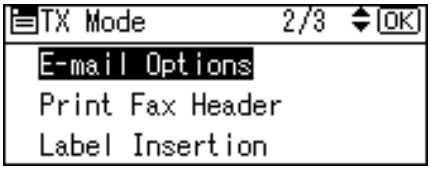
❒ The Reception Notice feature is only available if the receiver supports MDN (Message Disposition Notification).

**1** **Place the original, and then select the scan settings you require.**

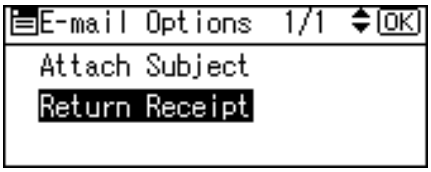
**2** **Press [TX Mode].**



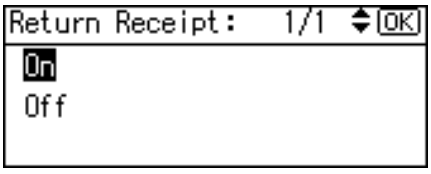

**3** **Select [E-mail Options] using 【▲】 or 【▼】, and then press the 【OK】 key.**




**4** **Select [Return Receipt] using 【▲】 or 【▼】, and then press the 【OK】 key.**




**5** **Select [On] or [Off] using 【▲】 or 【▼】, and then press the 【OK】 key.**




The screen returns to that of step **4**.

**6** **Press the 【Escape】 key twice.**

The standby screen returns.

To check the settings, press **[TX Mode]**.

**7** **Specify a destination.**

**8** **Specify the sender.**

For details about specifying senders, see “Sender Settings”.

**9** **Press the [Start] key.**

**Note**

- ❒ If the fax is not received normally, “Error” appears in the Result column.
- ❒ Only the last 50 communications appear in the Journal. If you do not receive a reception notice message before the last 50 communications are finished, “OK” might not be printed in the Journal's Result column. This may happen even if the mail is received normally at the other end.
- ❒ If you specify mailing list addresses, do not set for Reception Notice. Otherwise, you will receive multiple reception notice messages from e-mail recipients, and the Result column will be overwritten each time a new notice message is received. However, if you receive a reception notice message indicating an error, “Error” appears in the Result column and will not be overwritten, even if you subsequently receive a reception notice message as “OK” following the error message.
- ❒ Reception notice results are only shown in the Journal. The Result column in all other files, lists, and transmission reports show “--”.
- ❒ Reception notice messages themselves are not recorded in the Journal.
- ❒ You can select whether or not to print the Reception Notice. This can be set with User Parameters (switch 21, bit 0) in the Fax Features menu.
- ❒ You cannot broadcast e-mail using Reception Notice. The documents are sent to the destinations in the order in which they were specified.

**Reference**

p.89 “Sender Settings”

p.142 “Printing the Journal”

“Fax Features”, General Settings Guide

# Fax Header Print

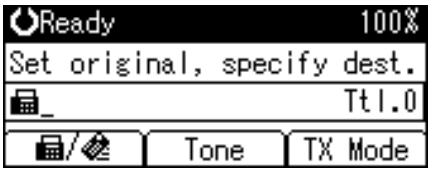
When the Fax Header is set to "On", the stored name is printed on the receiver's paper.

In some cases, you may want the other party to receive an unmarked copy of your original. To do this, switch Fax Header off.

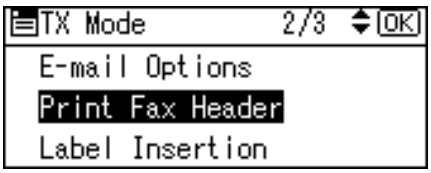
2

**1 Place the original, and then select the scan settings you require.**

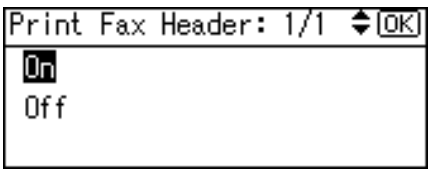
**2 Press [TX Mode].**




**3 Select [Print Fax Header] using 【▲】 or 【▼】, and then press the 【OK】 key.**




**4 Select [On] or [Off] using 【▲】 or 【▼】, and then press the 【OK】 key.**




The screen returns to that of step 3.

**5 Press the 【Escape】 key.**

The standby screen returns.

To check the settings, press **[TX Mode]**.

**6 Specify a destination, and then press the 【Start】 key.**

**Note**

❒ You can program fax header names using the Program Fax Information function in the Fax Features menu.

❒ You can select whether or not dates, fax header names, file numbers, or page numbers are printed by changing their respective User Parameters (switch 18, bit 3, 2, 1, 0) in the Fax Features menu.

❒ You can program one of the User Function keys with operations for this function. Using the User Function key allows you to omit steps 2 through 5.

**Reference**

"Fax Features", General Settings Guide

# Label Insertion

With this function you can have the receiver's name printed on the document that is received at the other end.

**Important**

❒ To use this function, set Label Insertion to **[On]** when registering fax destinations in the Address Book, and also select **[Programmed Name]** when sending fax documents.

❒ When there is an image around the area where the Label is to be printed, that image is deleted.

The receiver's name is printed as follows:

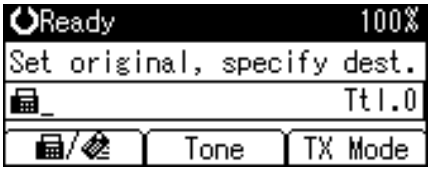
- Receiver's name: printed at the top of the page and preceded by “To:”.

Set this function as follows:

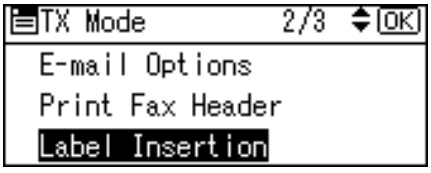
- Set Label Insertion to **[On]** when programming fax destinations.
- Select **[Programmed Name]** for Label Insertion when sending fax documents.

**1 Place the original, and then select the scan settings you require.**

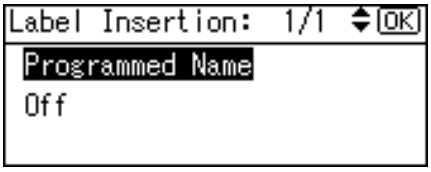
**2 Press [TX Mode].**




**3 Select [Label Insertion] using 【▲】 or 【▼】, and then press the 【OK】 key.**




**4 Select [Programmed Name] or [Off] using 【▲】 or 【▼】, and then press the 【OK】 key.**




The screen returns to that of step **3**.

**5 Press the 【Escape】 key.**

The standby screen returns.

To check the settings, press **[TX Mode]**.

**6** **Specify a destination, and then press the [Start] key.**

**Note**

❒ **[Programmed Name]** is selected by default.

# Setting SUB Codes for Transmission

Follow these steps to send a document with a SUB Code as a confidential transmission.

A SUB Code is an ID consisting of numbers, #, ✳, and spaces. Document transmitted with a SUB Code is stored in the other party's memory, and not printed automatically. The other party inputs the SUB Code to print the received document. Privacy can be mutually protected when transmitting a confidential document intended for a particular receiver, since only a person who knows the SUB Code can print the document.

Documents can also be sent via facsimiles that have the Transfer Station function.

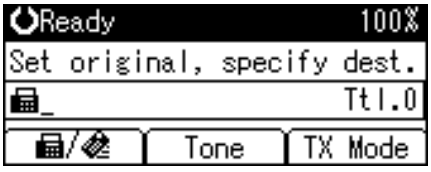
This function helps you save costs when you send the same document to more than one place in a distant area, and saves time since many documents can be sent in a single operation.

**Important**

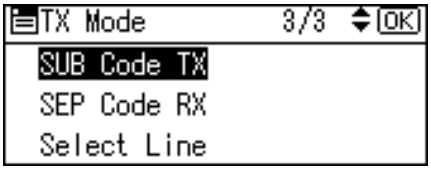
- ❒ Documents can be sent to facsimiles that have the Personal Box function.
- ❒ A SUB Code cannot be used with Internet Fax.
- ❒ To use this function, set **[SUB Code TX]** to **[On]**.
- ❒ Program this function to one of the User Function keys in advance.
- ❒ Obtain the SUB Code of the other party in advance.
- ❒ When sending a confidential document, inform the other party of the SUB Code in advance.
- ❒ This machine cannot receive documents that are transmitted with a SUB Code.

**1 Place the original, and then select the scan settings you require.**

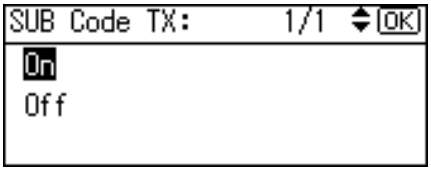
**2 Press [TX Mode].**




**3 Select [SUB Code TX] using 【▲】 or 【▼】, and then press the 【OK】 key.**



**4** **Select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**

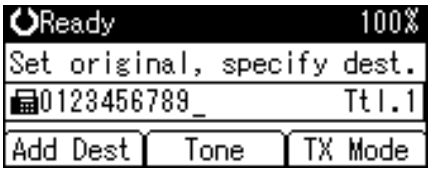



The screen returns to that of step **3**.

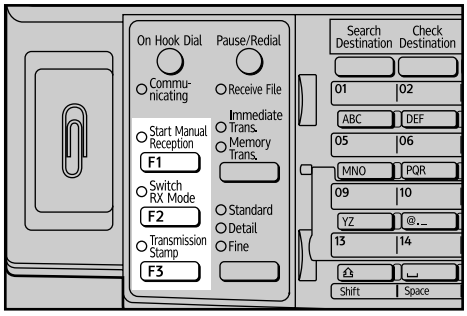
**5** **Press the 【Escape】 key.**

The standby screen returns.

**6** **Enter the fax number of a destination or an IP-Fax destination.**




**7** **Press the User Function key (【F1】 to 【F3】) programmed with [SUB/SEP Code].**

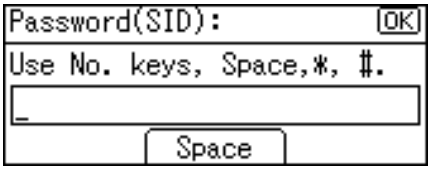



ARX030S

**8** **Enter a SUB Code, and then press the 【OK】 key.**

If you make a mistake, press the 【Clear/Stop】 key before pressing the 【OK】 key, and then try again.

**9 When a password is required, enter the SID Code using the number keys, and then press the 【OK】 key.**




When a SID Code is not required, just press the 【OK】 key.

The standby screen returns.

**10 Press the 【Start】 key.**

If you use Immediate Transmission and the fax machine at the destination does not support the SUB Code function, a message will appear on the display to inform you of this. When this happens, press **[Exit]** to cancel the transmission.

**Note**

❒ Make sure the number of digits in the SUB Code matches the specification of the machine to which you are sending. For the maximum number of digits for the SUB Code of this machine, see "Maximum Values".

❒ You can store SUB Codes as well as names and fax numbers in the destination list.

❒ The SUB Code is printed on lists and reports.

**Reference**

p.177 "Maximum Values"

"Fax Features", General Settings Guide

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

## Setting a Password

There are times when you may want to use an "SID" (Sender ID) when sending confidential faxes with the SUB Code function. When you use a Transfer Box that has a password, enter the SID Code as the password.

**Note**

❒ You can store SID Codes as well as names and fax numbers in the destination list.

❒ You can enter numbers, ✳, #, and spaces.

❒ The SID Code is printed on lists and reports.

❒ For the maximum number of digits for the SID Code, see "Maximum Values".

**Reference**

p.177 "Maximum Values"

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

# Setting SEP Codes for Reception

Follow these steps to enter a SEP Code to request the destination to transmit a document.

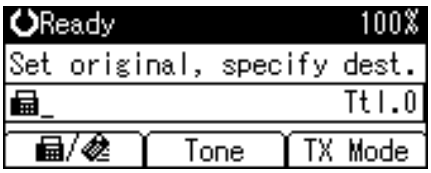
You can receive a document stored in the destination's memory if the document has the same SEP Code as the SEP Code you entered.

This function enables the machine to receive documents from multiple destinations.

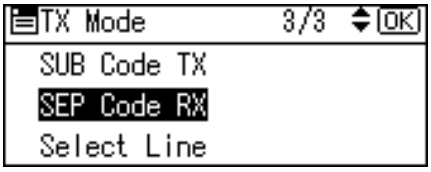
**Important**

- ❒ Documents can be received from facsimiles that have Information Boxes.
- ❒ A SEP Code cannot be used with Internet Fax.
- ❒ To use this function, set **[SEP Code RX]** to **[On]**.
- ❒ Program this function to one of the User Function keys in advance.

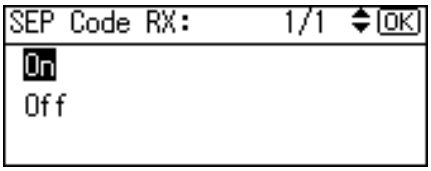
**1** **Press [TX Mode].**




**2** **Select [SEP Code RX] using [▲] or [▼], and then press the [OK] key.**




**3** **Select [On] using [▲] or [▼], and then press the [OK] key.**

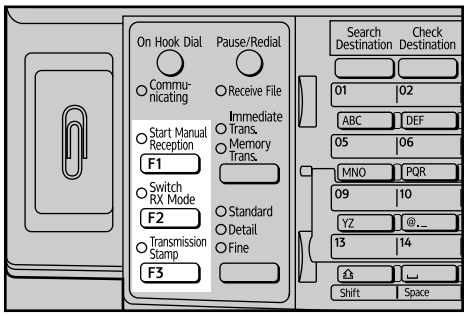



The screen returns to that of step **2**.

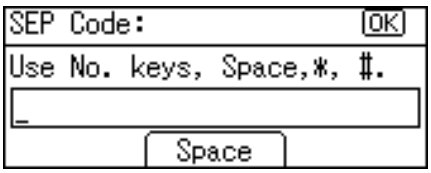
**4** **Press the [Escape] key.**

**5** **Enter the fax number of a destination or an IP-Fax destination.**

**6** **Press the User Function key (【F1】to【F3】) programmed with [SUB/SEP Code].**

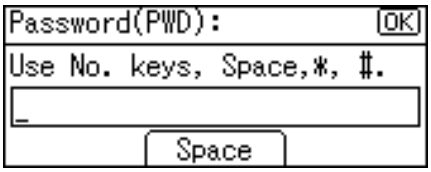



**7** **Enter a SEP Code, and then press the【OK】key.**




If you make a mistake, press the【Clear/Stop】key before pressing the【OK】key, and then try again.

**8** **When a password is required, enter the PWD Code using the number keys, and then press the【OK】key.**




When a PWD Code is not required, just press the【OK】key.

The standby screen returns.

**9** **Press the【Start】key.**

**Note**

❒ Make sure the number of digits in the SEP Code matches the specification of the machine from which you are receiving. For the maximum number of digits for the SEP Code of this machine, see "Maximum Values".

❒ You can enter numbers, ✳, #, and spaces.

❒ You can store SEP Codes as well as names and fax numbers in the destination list.

❒ The SEP Code is printed on lists and reports.

**Reference**

p.177 "Maximum Values"

"Fax Features", General Settings Guide

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

## Entering a Password

There are times you may want to use a password when receiving faxes by SEP Code Reception using the SEP Code function.

**Note**

- ❒ You can store PWD Codes as well as names and fax numbers in the destination list.
- ❒ You can enter numbers, ✱, #, and spaces.
- ❒ The PWD Code is printed on lists and reports.
- ❒ For the maximum number of digits for the PWD Code, see "Maximum Values".

**Reference**

p.177 "Maximum Values"

"Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide

## SEP Code RX Reserve Report

This report is printed after SEP Code Reception is set up. You can use this report to check the reservations for SEP Code Reception.

**Note**

- ❒ You can turn this function on or off with the User Parameters (switch 03, bit 3) in the Fax Features menu.
- ❒ You can have a destination displayed with the User Parameters (switch 04, bit 4) in the Fax Features menu.
- ❒ You can display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.

**Reference**

"Fax Features", General Settings Guide

## SEP Code RX Result Report

This report is printed after each SEP Code Reception is completed and shows its result.

**Note**

- ❒ You can also check the result of a SEP Code Reception with the Journal.
- ❒ You can turn this function on or off with the User Parameters (switch 03, bit 4) in the Fax Features menu.
- ❒ To view the report without text disruption, select a font of even character width in your e-mail application's settings.
- ❒ You can display a destination with the User Parameters (switch 04, bit 4) in the Fax Features menu.
- ❒ You can display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.

**Reference**

p.141 “Journal”

“Fax Features”, General Settings Guide

# Two-Sided Transmission (Double-Sided Transmission)

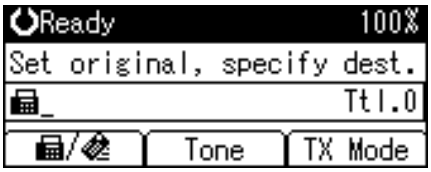
Use this function to send two-sided originals.

**Important**

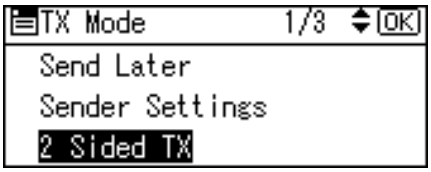
❒ The optional ARDF is required.

**1** **Place the original in the ARDF, and then select the scan settings you require.**

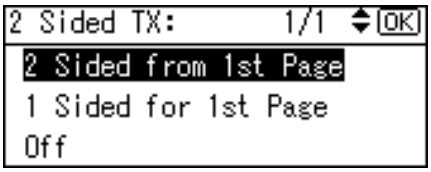
**2** **Press [TX Mode].**




**3** **Select [2 Sided TX] using 【▲】 or 【▼】, and then press the 【OK】 key.**



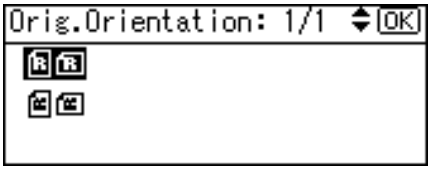

**4** **Select the transmission mode using 【▲】 or 【▼】, and then press the 【OK】 key.**




Select **[2 Sided from 1st Page]** to send a two-sided original from the first page.

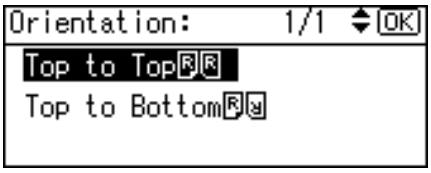
Select **[1 Sided for 1st Page]** if you want to send a cover letter as the first page.

**5 Select the position of the placed document using [▲] or [▼], and then press the [OK] key.**




To cancel Two-Sided Transmission, press the [Escape] key. The display returns to that of step 3.

**6 Select the page opening orientation using [▲] or [▼], and then press the [OK] key.**




The screen returns to that of step 3.

**7 Press the [Escape] key.**

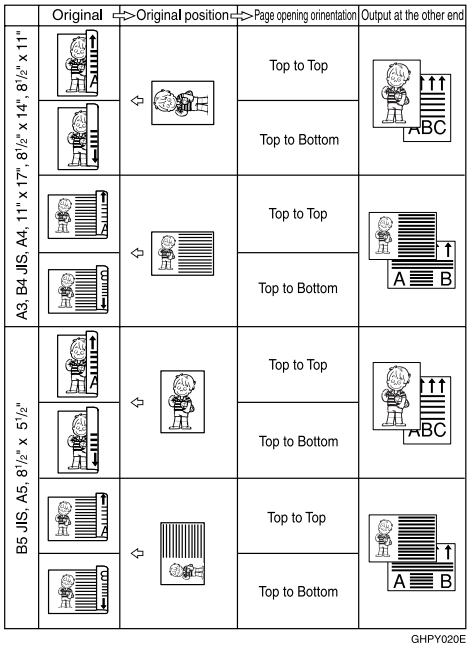
The screen returns to the standby screen.

**8 Specify a destination, and then press the [Start] key.**

**Note**

❒ When using this function, two-sided originals cannot be sent by using just the exposure glass.

❒ The front and back of the scanned original will be printed in order on separate sheets at the other end. The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the original position and page opening orientation.




❒ This function is only available with Memory Transmission.

❒ This function is only available with the ARDF.

❒ You can confirm whether both sides were properly scanned using the Stamp function.

❒ You can program one of the User Function keys with operations for this function. Using the User Function keys allows you to omit steps **2**, **3**, and **7**.

❒ Make sure that the specified original position matches the orientation of originals loaded in the ARDF.

**Reference**

p.28 “Placing Originals”

p.35 “Transmission with Image Rotation”

p.35 “Stamp”

p.38 “Scan Settings”

“Fax Features”, General Settings Guide

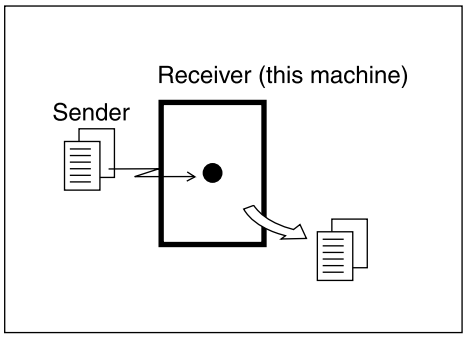
This section explains reception and reception functions such as printing received documents or routing received documents to other fax machines.

# Types of Reception

This section explains different ways of receiving fax documents.

## Immediate Reception

Each page of a fax document is printed as soon as it is received. This method is used for standard fax documents.




**Important**

- ❒ When receiving important fax documents, it is recommended that you confirm the contents of the received documents with the senders.
- ❒ The machine may not be able to receive fax documents when free memory space is low.
- ❒ If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

**Note**

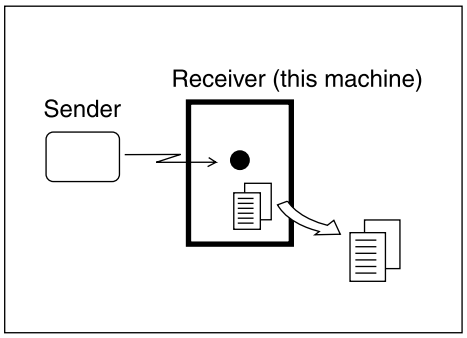
- ❒ If the Substitute Reception is used, a fax document is not printed: it is stored in memory.
- ❒ This machine supports Standard and Detail resolutions for reception. Faxes sent at Fine or Super Fine resolution is printed on your machine at Detail resolution. This may differ from the sender's intended resolution.

**Reference**

p.39 “Resolution”
p.110 “Memory Reception”
p.111 “Substitute Reception”
p.124 “Printing Options”

## Memory Reception

The machine waits until all pages of the document have been received into memory before printing it.






**Important**

- ❒ About twelve hours after the machine is turned off, all fax documents stored in memory are lost. If any documents are lost in this way, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost documents. See "Troubleshooting When Using the Facsimile Function", Troubleshooting.
- ❒ The machine may not be able to receive fax documents when free memory space is low.
- ❒ If free memory reaches 0% during Memory Reception, any further reception becomes impossible and the current communication is terminated.

**Reference**

"Troubleshooting When Using the Facsimile Function", Troubleshooting

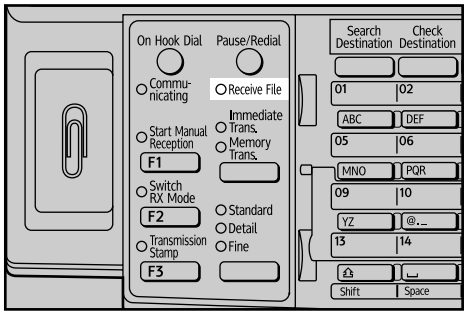
## Substitute Reception

Substitute Reception is used when the machine cannot print any fax documents.

In Substitute Reception, a received fax document is stored in memory instead of being printed. Fax documents received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified.

Depending on why the machine cannot print, Substitute Reception might be used for all fax documents received, or for only those documents that match a condition specified in the User Parameters in the Fax Features menu.

The Receive File indicator lights to let you know when fax documents have been received using Substitute Reception.



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**Important**

- ❒ Reception may not take place if there is not enough free memory.
- ❒ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

**Note**

- ❒ The Receive File indicator may light even when receiving documents using Immediate Reception.

**Reference**

"Fax Features", General Settings Guide

### Receiving documents unconditionally

If one of the conditions in the following list occurs, the machine receives all fax documents using Substitute Reception.

| Problems | Causes | Solutions |
|---|---|---|
| The machine is printing with a different function. | The machine is busy printing with a different function. | The document is automatically printed after the current job finishes. |
| ↳ is lit. | The cover is open. | Close the cover shown in the display. |

## Receiving documents according to parameter-specified settings

If one of the conditions in the following list occurs, the machine receives only those documents that match the conditions specified in the User Parameters (switch 05, bit 2, 1) in the Fax Features menu.

| Problems | Causes | Solutions |
|---|---|---|
| ↳ is lit. | Paper is jammed. | Remove the jammed paper.<br>For details about removing the paper, see "Clearing Misfeeds", Troubleshooting. |
| is lit. | All trays are out of paper. | Add paper. For details about adding paper, see "Adding Paper, Toner and Staples", Troubleshooting. |
| is lit. | Toner is empty. | Replace the toner bottle. For details about replacing the toner bottle, see "Adding Paper, Toner and Staples", Troubleshooting. |
| The message "Problem with this tray." appears. | All trays are out of action. | Call your service representative. |

You can specify the following conditions with the User Parameters in the Fax Features menu.

- When Own Name or Own Fax Number is received
  The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than twelve hours, all the documents stored in memory are deleted. In this case, the Journal can be used to identify the senders of the deleted documents, so you can ask them to resend.
  If a sender has not programmed their Own Name or Own Fax Number, the machine may fail to receive an important fax document. It is recommended that you ask important senders to program an Own Name or Own Fax Number in advance.
- Free
  The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.
- Disable
  The machine does not receive any documents.

**Reference**

"Fax Features", General Settings Guide

"Adding Paper, Toner and Staples", Troubleshooting

"Clearing Misfeeds", Troubleshooting

# Reception Modes

There are two ways you can set up the machine to handle incoming calls:

- Manual Reception (an external telephone required)
- Auto Reception

**Note**

❒ An external telephone is required to use this machine as a telephone.



## Manual Reception

When a telephone call comes in, the machine rings. If the call is a fax document, you must switch manually to facsimile mode.

**1 When the machine rings, pick up the handset of the external telephone.**

**2 If you hear beeps, press the 【Start】 key or the User Function key programmed with Start Manual Reception. (The 【Start】 key is only available in facsimile mode when an original is not placed.)**

**3 Replace the handset of the external telephone. The machine will start receiving.**

**Note**

❒ When the operation switch is off, even if the main power switch is on, you cannot operate this machine using only the handset of the external telephone. You must first press the operation switch to turn on the machine.

## Auto Reception

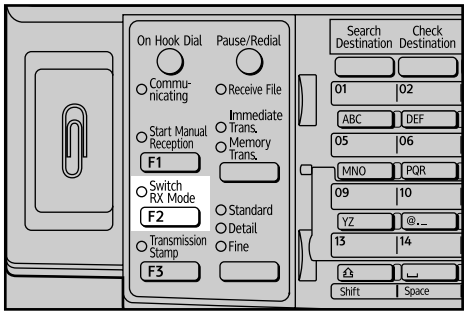
When a telephone call comes in, the machine automatically receives it as a fax document. Use this setting on a dedicated fax line.

## Switching the Reception Mode

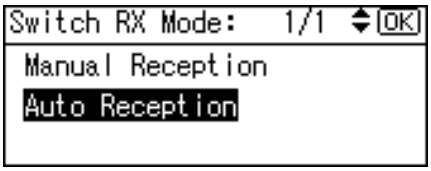
You can switch reception modes using Reception Settings in the Fax Features menu.

If you program a User Function key with Switch Reception Mode, you can switch the reception mode quickly.

**1** **Press the【Switch RX Mode】key.**




**2** **Select the reception mode using【▲】or【▼】, and then press the【OK】key.**




The standby display appears.

To cancel the selection, press the【Escape】key.

**Reference**

"Fax Features", General Settings Guide

# Receiving Internet Fax Documents

You can receive e-mail documents by Internet Fax.

There are two methods of receiving e-mail: Auto E-mail Reception and Manual E-mail Reception.

**Important**

- ❒ To use Internet Fax functions, the optional printer/scanner unit must be installed.
- ❒ E-mail with attachments other than TIFF-F format files cannot be received. Senders receive an Error Mail Notification if their e-mail contains attachments. You can select whether or not the machine sends this message with User Parameters (switch 21, bit 7) in the Fax Features menu. However, TIFF-F documents created by the Saving function of DeskTopBinder can be received.
- ❒ If **[Require Secure Password Authentication (SPA) for all client connections]** is selected in Windows Server 2003, reception is not possible.

**Note**

- ❒ When Reception Protocol is set to POP3 or IMAP4, you can set the machine to retain incoming e-mail or delete it from the server in "System Settings".
- ❒ With User Parameters (switch 21, bit 1) in the Fax Features menu, you can have the machine send the return receipt in response to the reception notice request attached to the sent e-mail.

**Reference**

"System Settings", General Settings Guide

"Fax Features", General Settings Guide

## Auto E-mail Reception

When this function is turned on, the machine periodically checks the e-mail server for incoming e-mail and downloads it as necessary.

**Note**

- ❒ If memory runs out, e-mail will not be received at the specified intervals. Reception will resume when sufficient memory becomes available.
- ❒ E-mail auto-reception should be set in "System Settings". When you select auto-reception, set the reception interval in minutes.
- ❒ E-mail can be received manually.

**Reference**

"System Settings", General Settings Guide

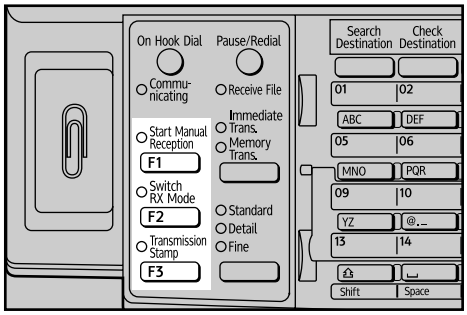
## Manual E-mail Reception

Follow these steps to receive a fax by accessing the e-mail server manually.

**Important**

❒ Program the Manual E-mail Reception function to a User Function key beforehand.

**1** **Press the User Function key (【F1】 to 【F3】) programmed with Manual E-mail Reception.**

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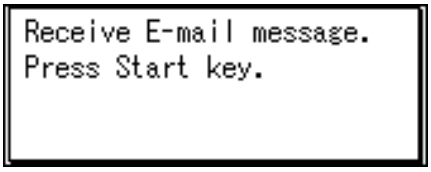
**2** **Press the 【Start】 key.**




The machine accesses the server to check for e-mail and receives any new e-mail.

The standby display appears.

**Note**

❒ Alternatively, press the 【**Job Information**】 key, and then select **[Manual E-mail Reception]** to receive e-mail.

**Reference**

"Fax Features", General Settings Guide

## Received Images

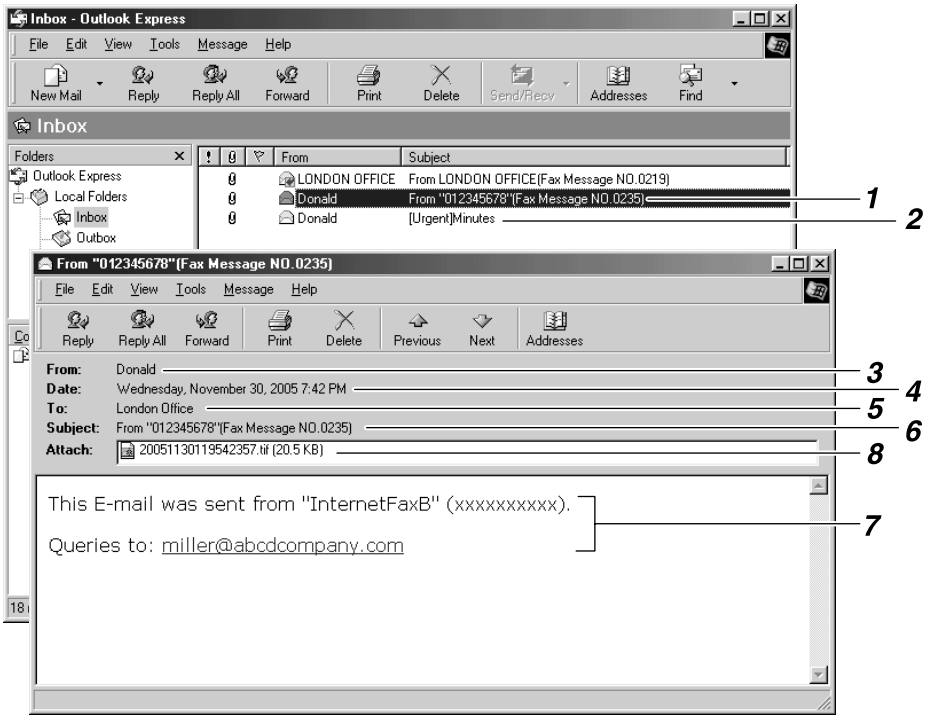
Here is an example of an Internet Fax document sent from this machine and received on a computer using the Outlook Express e-mail application.

The received image varies according to the e-mail application.

**Important**

❒ When Internet Fax e-mail is sent to computer, the following information is always inserted in the e-mail text "`This E-mail was sent from "Host Name" (product name) Queries to: "Administrator's e-mail address"`". To check the host name and e-mail address, see "System Settings", General Settings Guide.



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### *1.* E-mail transmitted without specifying a subject in "E-mail Options".

### *2.* E-mail transmitted with a subject specified in "E-mail Options".

### *3.* From

The name (e-mail address) of the sender

### *4.* Date

The date and time of e-mail transmission

### *5.* To

The e-mail address of the recipient

### *6.* Subject

Shows the subject specified in "E-mail Options" at the time of transmission. If no subject is specified, one is automatically assigned in the format shown in 1 above.

### *7.* The message is inserted in all e-mail. "xxxx" is the machine name.

### *8.* Attachment File

Any document included by the sender is displayed as an attached document.

**Note**

❒ The display format of the sender name differs according to that of the Stamp Sender Name setting and other functions.

❒ The display format of the subject varies according to Stamp Sender Name and other settings.

**Reference**

p.26 “E-mail Subject”

“System Settings”, General Settings Guide

# Reception Functions

This section explains useful functions for receiving fax documents.

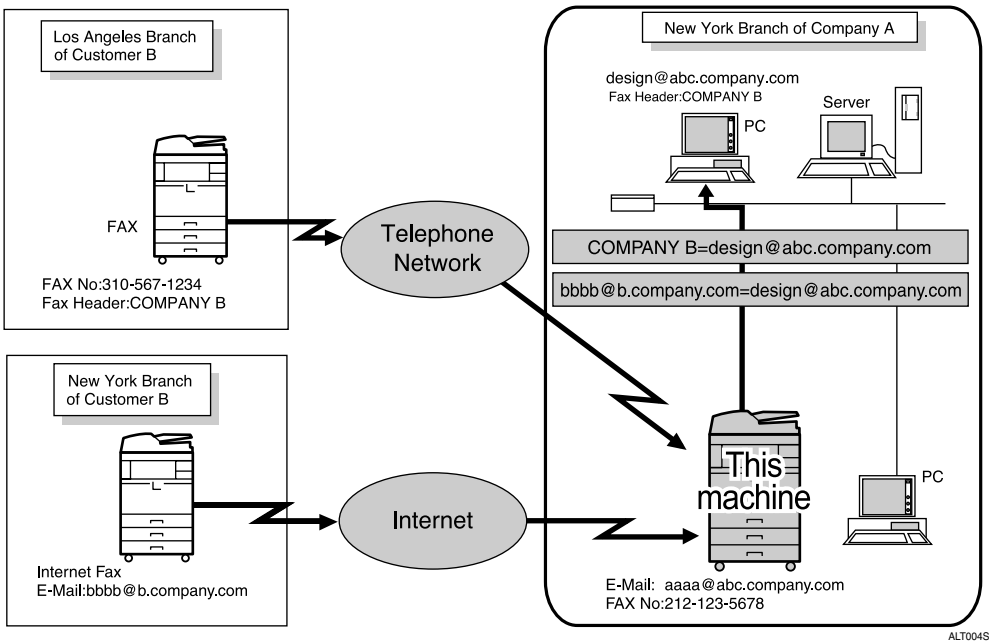
**Important**

❒ To use Internet Fax and IP-Fax functions, the optional printer/scanner unit must be installed.

## Forwarding Received Documents



This machine can forward received documents to other destinations programmed in this machine.




**Important**

❒ To use this function, specify the Forwarding destination in advance. Forwarding can be set under Administrator Tools, in Fax Features.

**Note**

- ❒ A fax number, Internet Fax address, IP-Fax destination, or folder address can be set as a forwarding destination.
- ❒ If an e-mail address is programmed as the destination, documents received are forwarded as e-mail.
- ❒ If you would like the machine to forward received documents to a particular destination according to the sender, specify the Forwarding destination for each sender under Fax Features, Administrator Tools, Program Special Sender. Documents from other senders are forwarded to the default Forwarding destination specified for this function.
- ❒ You can select whether the machine prints out the documents it forwards with User Parameters (switch 11, bit 6) in the Fax Features menu.
- ❒ You can set whether or not the Folder Transfer Result Report is transmitted to the specified e-mail address if folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders. For details, see "Fax Features", General Settings Guide.
- ❒ For the maximum number of destinations you can program in a group, see "Maximum Values".

**Reference**

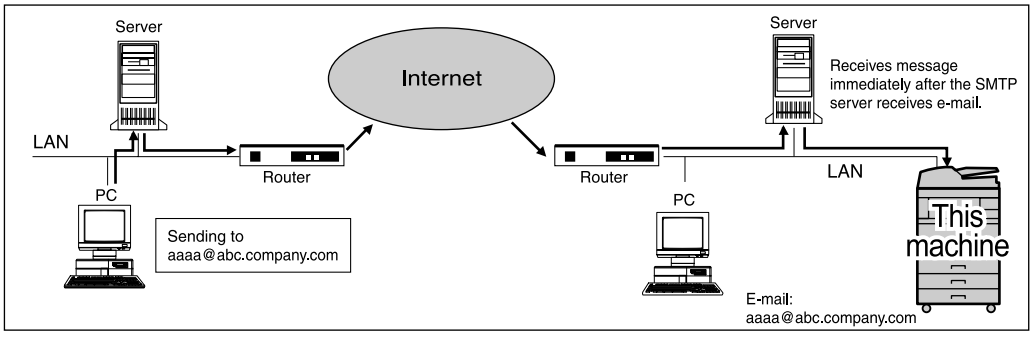
p.177 "Maximum Values"

"Fax Features", General Settings Guide

## SMTP Reception Using Internet Fax

You can receive a document sent by Internet Fax using SMTP reception.

With SMTP reception, e-mail is received as soon as it is sent to the e-mail address set by the machine.




**Important**

- ❒ Set this machine beforehand using the MX record of the DNS server to enable SMTP reception.
- ❒ Set the reception protocol to SMTP under "System Settings".

### Note

❒ You can route received e-mail to other Internet Fax machines as well.

❒ Even if SMTP reception is enabled on the DNS server, e-mail sent from the SMTP server will not be received and the machine reports an error if SMTP reception is not set in "System Settings". Also, the SMTP server sends an error notification to the originator.

❒ If an error occurs while receiving e-mail, reception is aborted, the e-mail is deleted, and Error Report is printed. Also, the SMTP server will send an error notification to the originator.

❒ When the SMTP server attempts to route received documents to this machine while the machine is transmitting e-mail, the machine will respond to the SMTP server with a "busy" signal. Then, the SMTP server usually tries resending the documents until the set timeout.

3

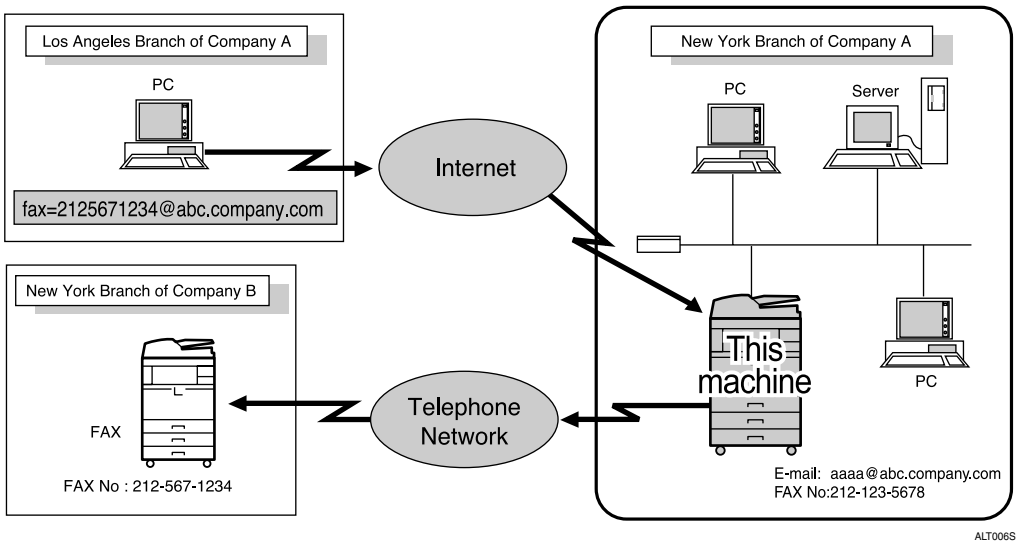
### Reference

p.115 "Auto E-mail Reception"

"System Settings", General Settings Guide

## Routing e-mail received via SMTP

E-mail received via SMTP can be routed to other fax machines.




### Important

❒ Before routing e-mail received via SMTP, you first must set "SMTP RX File Delivery" to "On" in the Fax Features menu.

❒ Depending on security settings, this function may not be available.

The originator can request transfer of e-mail sent to another fax machine by specifying the e-mail address as follows:

❖ **Fax Number**
fax=destination fax number@host name of this machine. domain name
Example: to transfer to fax number 212-123-4567, specify:
fax=2121234567@abc.company.com

❖ **Single destination programmed in the Quick Dial Keys**
fax=#registration number of 3 digits or less@host name of this machine.domain name
Example: to transfer to the destination number 001:
fax=#001@abc.company.com

❖ **Group destination programmed in the destination list**
fax=#✳✳registration number of 3 digits or less@host name of this machine.domain name
Example: to transfer to the destination programmed under group number 004:
fax=#✳✳004@abc.company.com

**Note**

❒ E-mail received via SMTP can also be routed to single or group destinations programmed in the destination list.

❒ If an e-mail transfer request is received when the "SMTP RX File Delivery" is "Off" in the Fax Features menu, this machine responds with an error message to the SMTP server.

❒ You can make settings that limit transfer to specified originators.

❒ Using this function, you can also send documents from your e-mail application to e-mail addresses and G3 fax machines' destinations through this machine simultaneously.

❒ For the maximum number of destinations you can program in a group, see "Maximum Values".

**Reference**

p.177 "Maximum Values"

"Fax Features", General Settings Guide

## JBIG Reception

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression. It allows you to receive documents sent in the JBIG format through JBIG Transmission.

**Important**

❒ This function is not available with Internet Fax function.

## Auto Fax Reception Power-Up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming documents as long as the main power switch is on.

**Important**

❒ Reception is not possible if both the operation switch and main power switch are turned off.

**Note**

❒ You can set whether documents are printed as soon as they are received (Immediate Reception) with the User Parameters (switch 14, bit 0) in the Fax Features menu.

❒ You can also have fax documents received by Memory Reception (Substitute Reception) printed after the machine is turned on.

**Reference**

"Fax Features", General Settings Guide

# Printing Options

This section explains useful functions for printing received documents.

## Print Completion Beep

When this function is turned on, the machine beeps to let you know when a received document is printed.



**Note**

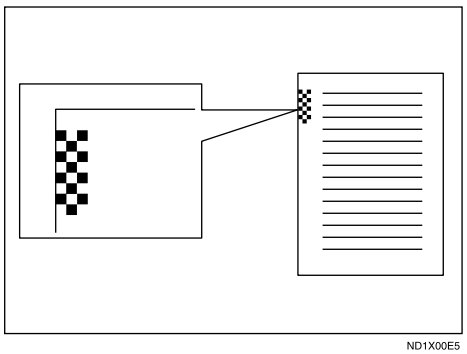
❒ You can alter the volume of the beep or turn it off completely (set the volume to the minimum level) using Adjust Sound Volume in the Fax Features menu.

**Reference**

"Troubleshooting When Using the Facsimile Function", Troubleshooting

## Checkered Mark

When this function is turned on, a Checkered Mark is printed on the first page of fax documents to help you separate them.



ND1X00E5

**Note**

❒ You can turn this function on or off using Checkered Mark in the Fax Features menu.

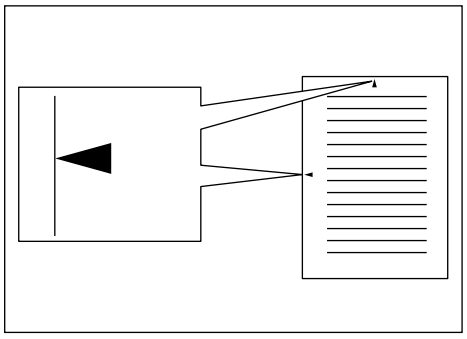
**Reference**

"Fax Features", General Settings Guide

## Centre Mark

When this function is enabled, marks are printed halfway down the left side and at the top centre of each page received.

This makes it easy for you to position a hole puncher correctly when you file received documents.




**Note**

❒ You can enable or disable this function using Center Mark in the Fax Features menu.

❒ The Centre Mark may deviate a little from the exact centre of the edge.

**Reference**

"Fax Features", General Settings Guide

## Reception Time

You can have the date, time, and file number printed at the bottom of the document when it is received.

**Note**

❒ You can turn this function on or off using Print Reception Time in the Fax Features menu.

❒ When a received document is split and printed on two or more sheets, the reception time is printed on the last sheet.

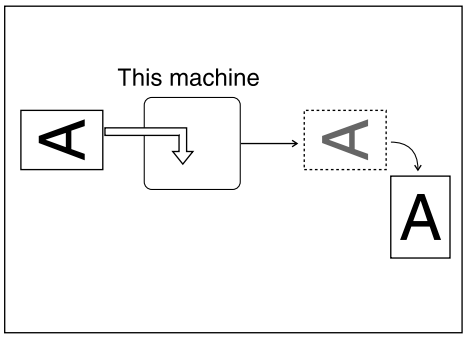
❒ The time when the document was printed can also be recorded on the document. If you need this function, contact your service representative.

**Reference**

"Fax Features", General Settings Guide

## Image Rotation

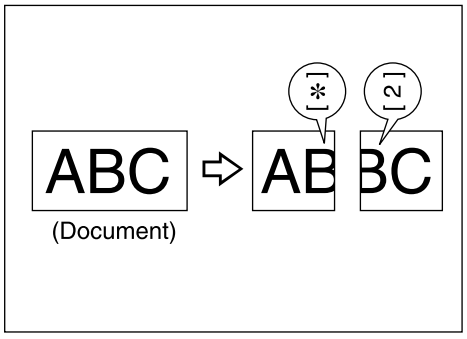
If you have set paper in the standard tray , incoming fax documents are automatically rotated to fit onto the paper.






## Page Separation and Length Reduction

If the size of a received document is longer than the paper loaded in the machine, each page of the document can be split and printed on several sheets, or reduced and printed on a single sheet.




For example, this function splits the document if the document length is 20 mm (0.79") or longer than the paper used. The document is reduced if it is less than 20 mm (0.79"). When a document is split, an asterisk (✳) is inserted at the split position and about 10 mm (0.39") of the split area is duplicated on the top of the second sheet.

**Note**

❒ Your service representative can customize this function with the following settings:

- Reduction
- Print split mark
- Overprinting
- Overprinting length
- Guideline for split

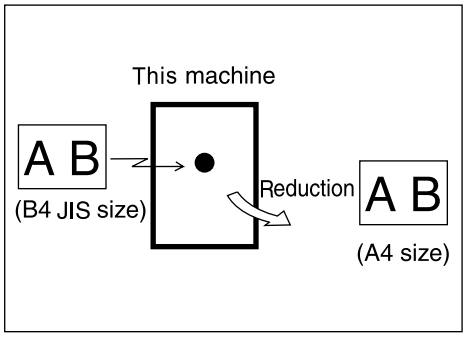
❒ You can adjust the overprinting and reduction lengths within the following ranges:

- Overprinting length: 4 mm (0.16"), 10 mm (0.39"), 15 mm (0.59")
- Guideline for split: 5-155 mm (5 mm steps)/0.2-6.1" (0.2" steps)



## Page Reduction

If you receive a document that is longer than the paper in the tray, the machine usually prints it on two pages. If you turn this function on, the machine reduces the width and length of the received image so that it will fit on one page.




If A4⬓ paper is loaded and a document of B4 JIS⬓ size is received, the machine will reduce the document to a single A4⬓ sheet.

**Note**

❒ You can turn this function on or off with the User Parameters (switch 10, bit 3) in the Fax Features menu.

❒ When this function is used, the printing quality may not be as good as usual.

**Reference**

p.126 “Page Separation and Length Reduction”

“Fax Features”, General Settings Guide

## TSI Print (Transmitting Subscriber Identification Print)

Usually the sender's Fax Header is printed on received documents. When you receive an Internet Fax document, the e-mail address of the sender is printed. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the document came from.

**Note**

❒ You can turn this function on or off in the User Parameters (switch 02, bit 3) in the Fax Features menu.

**Reference**

"Fax Features", General Settings Guide

## If There Is No Paper of the Correct Size

If there is no paper in the machine that matches the size of a received document, the machine will choose a paper size based on the paper available.

| | |
|---|---|
| Page reduction | Disabled |
| Reduction in Sub-scan Direction | Enabled |
| Page Separation Threshold | 20 mm (0.79") |
| Width or Length Priority | Width |

**Note**

❒ The document is split over two sheets of paper depending on the paper size.

❒ Paper placed in the bypass tray is not usually selected for printing a received document.

❒ Widths that this machine can receive are A4, B4 JIS, LT ($8^1/_2$"×11") and A3. Any documents narrower than A4 or LT ($8^1/_2$"×11") are received at A4 or LT ($8^1/_2$"×11") width. The length of documents depends on the document.

❒ The paper size used to print a received document may be different from the size of the sent original.

**Reference**

p.126 "Image Rotation"

p.126 "Page Separation and Length Reduction"

p.127 "Page Reduction"

### Setting priority trays

With the same size of paper loaded into multiple trays, you can make the machine use one tray for one function and another tray for another function.

For example, you may load white A4 paper into tray 1 to use when making copies, and yellow A4 paper into tray 2 to use when printing received faxes. You can then easily identify for which purpose paper has been output. You can perform this setting in "Ppr Tray Priority:Fax" in "System Settings".

**Note**

❒ When a different size of document from the priority tray is received, the tray containing the same size of paper as the received document is used.

**Reference**

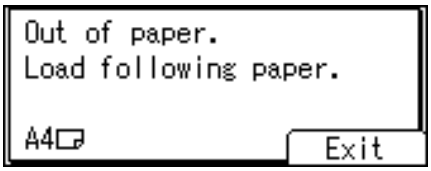
"System Settings", General Settings Guide

### Just size printing

If you enable this function, received documents are printed on the sheet that has the highest priority.

This function is enabled with User Parameters (switch 05, bit 5) in the Fax Features menu.

If the paper tray is not stocked with paper of a suitable size to print a received document, a message appears on the display prompting you to load paper of the required size. When you have loaded new paper, press **[Exit]** to print the document.




**Note**

❒ After pressing **[Exit]**, procedure varies depending on machine status when the message occurred.

- If any received documents or reports were being printed automatically, the printer automatically continues printing from where it left off.
- If any documents or reports were being printed manually, the printer does not resume printing. Perform the operation from the beginning again.

**Reference**

"Fax Features", General Settings Guide

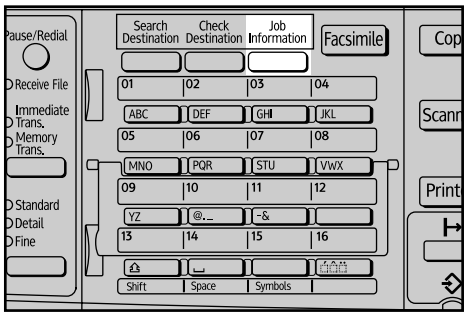
# 4. Changing/Confirming Communication Information

This section explains the features of the【Job Information】key, which you can use to confirm communication results on the screen or printed reports.

## Printing a List of Files in Memory (Print TX Standby File List)

Print this list if you want to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

**1 Press the【Job Information】key.**

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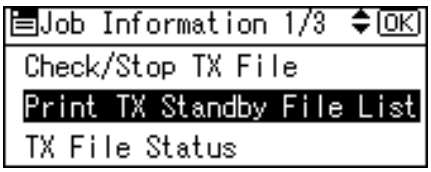
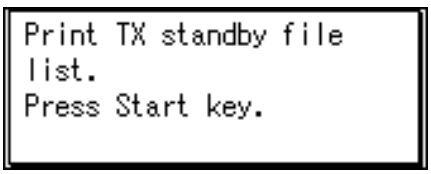
**2 Select [Print TX Standby File List] using【▲】or【▼】, and then press the【OK】key.**




To cancel printing before pressing the【Start】key, press the【Escape】key. The standby display appears.

**3 Press the【Start】key.**




To cancel printing after pressing the【Start】key, press the【Clear/Stop】key. The display returns to that of step 2.

The display returns to that of step 2 after printing a TX Standby File List.

**4** **Press the【Escape】key.**

The standby display appears.

**Note**

❒ The contents of a file stored in memory can also be printed.

❒ You can set whether or not to display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.

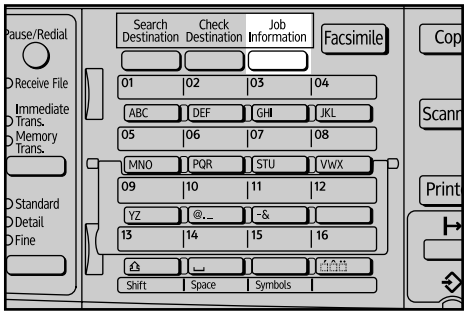
**Reference**

"Fax Features", General Settings Guide

# Printing a File from Memory

If you want to check the contents of a file that is stored in memory and not yet sent, use this procedure to print it out.

**1** **Press the【Job Information】key.**

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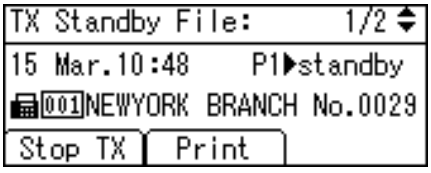
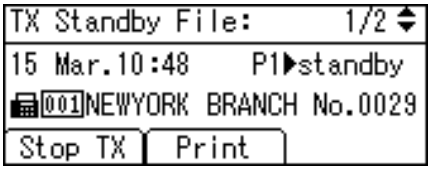
**2** **Select [Check/Stop TX File] using【▲】or【▼】, and then press the【OK】key.**

**3** **Select the file you want to print using【▲】or【▼】.**

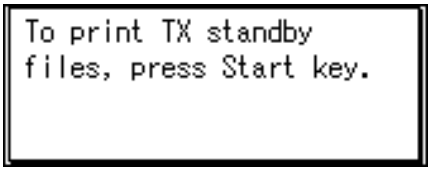



To cancel printing, press the【Escape】key. The display returns to that of step **2**.

**4** **Press [Print].**



**5** **Press the【Start】key.**




To cancel printing after pressing the【Start】key, press the【Clear/Stop】key. The display returns to that of step **3**.

The display returns to that of step **3** after printing a TX Standby File.

Repeat from step **3**, if you want to print another file.

**6** **Press the【Escape】key.**

The standby display appears.

**Note**

❒ You can also print files that have not been successfully transmitted.

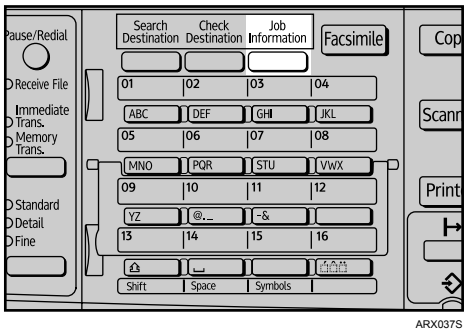
# Checking the Transmission Result (TX File Status)

You can confirm transmission by the display, report, or e-mail.

## Confirming on Display

Follow these steps to display the transmission results.

**1** **Press the [Job Information] key.**

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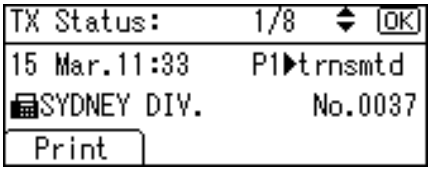
**2** **Select [TX File Status] using [▲] or [▼], and then press the [OK] key.**

**3** **Check the transmission results using [▲] or [▼].**




When a fax is sent, the Own Fax Number or Own Name information of the receiver appears. When an Internet Fax is sent, the e-mail address you entered or the name programmed in the machine's destination list appears. For a transmission from a computer, "-- LAN-Fax -->" is shown.

**4** **Press the [Escape] key twice.**

The standby display appears.

**Note**

- ❒ Only the transmission results of the latest communications are displayed. For the maximum number of communication results you can check on this machine, see "Maximum Values".
- ❒ You can view sent fax documents and their lists, using a network computer Web Image Monitor. For details, see the Web Image Monitor's Help.
- ❒ If a transmission is completed while you are using this function, the result will not appear. To view the latest result, exit TX File Status, and then try again.
- ❒ You can program one of the User Function keys with operations for this function. Using the key allows you to omit steps 1 and 2.
- ❒ When documents are transmitted from the computer to the machine, "--LAN-Fax -->" appears. To check if the documents are sent to the receiver, confirm the same File No.



**Reference**

p.177 "Maximum Values"

"Fax Features", General Settings Guide

## Confirming by Report

Print reports for confirmation.

❖ **Memory Transmission**

If a document cannot be sent, a Communication Failure Report is automatically printed. Or, you can use the Communication Result Report to check each transmission result regardless of status.

This report is printed each time a Memory Transmission is completed if turned on with User Parameters (switch 03, bit 0) in the Fax Features menu.

You can also print the report by programming the Print TX Status Report to a User Function key and pressing this when specifying a destination.

If you turn the Communication Result Report on, the Communication Failure Report is not printed.

❖ **Immediate Transmission**

You can confirm the result with an Immediate TX Result Report.

Select to print this report in User Parameters (switch 03, bit 5) in the Fax Features menu. A report is printed after every Immediate Transmission is completed.

You can also print the report by programming the Print TX Status Report to a User Function key and pressing this when specifying a destination.

**Reference**

p.138 "Communication Result Report (Memory Transmission)"

p.138 "Immediate TX Result Report (Immediate Transmission)"

p.139 "Communication Failure Report"

"Fax Features", General Settings Guide

## Confirming by E-mail

Use the E-mail TX Result function to send reports by e-mail to a computer, and then confirm them on the computer.

The available reports are:

- Communication Result Report.
- Immediate TX Result Report.
- Polling with SEP RX Result.

**Important**

❒ To confirm transmission results by e-mail, the optional printer/scanner unit must be installed.

❒ You must first register the e-mail addresses of the destinations the report is to be sent to on the destination list.

**Note**

❒ When using the Sender Settings function to select the sender, the transmission results are sent to senders' e-mail addresses that have been registered. Select the sender from the Internet Fax destinations in the destination list.

❒ If you send fax documents from a computer, use LAN-Fax Driver to specify whether or not the LAN-Fax Result Report is sent to the computer.

**Reference**

p.89 “Sender Settings”

p.105 “SEP Code RX Result Report”

p.138 “Communication Result Report (Memory Transmission)”

p.138 “Immediate TX Result Report (Immediate Transmission)”

“Registering Addresses and Users for Facsimile/Scanner Functions”, General Settings Guide

## Confirming by Report and E-mail

You can confirm transmission results using both the E-mail TX Result function, which sends the results by e-mail, and the Communication Result Report printed by the machine.

You can set whether to use both of these together in User Parameters (switch 10, bit 6) in the Fax Features menu.

**Reference**

“Fax Features”, General Settings Guide

## Communication Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed, so you can check the result of the transmission.

**Note**

- ❒ If two or more destinations are specified, this report is printed after the fax document is sent to all the destinations.
- ❒ If the machine is set up not to print this report and the fax document could not be successfully transmitted, a Communication Failure Report is printed.
- ❒ You can turn this function on or off with the User Parameters (switch 03, bit 0) in the Fax Features menu.
- ❒ You can set whether or not to display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.
- ❒ You can select whether to include part of the original image on the report with the User Parameters (switch 04, bit 7) in the Fax Features menu.
- ❒ To view the report without text disruption, select a font of even character width in your e-mail application's settings.
- ❒ You can set whether or not to display a destination with the User Parameters (switch 04, bit 4) in the Fax Features menu.
- ❒ The Pg(s) column gives the total number of pages. The Page Not Sent column gives the number of pages that could not be sent successfully.
- ❒ "--" indicates that the Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

**Reference**

p.139 "Communication Failure Report"

"Fax Features", General Settings Guide

## Immediate TX Result Report (Immediate Transmission)

If you turn this report on, a report is printed after every Immediate Transmission so you have a record of whether the transmission was successful or not.

If the machine is set up not to print this report and the fax document could not be successfully transmitted, the Error Report is printed instead.

**Note**

- ❒ You can switch this report on or off in the User Parameters (switch 03, bit 5) in the Fax Features menu.
- ❒ To view the report without text disruption, select a font of even character width in your e-mail application's settings.
- ❒ You can set whether or not to display a destination with the User Parameters (switch 04, bit 4) in the Fax Features menu.
- ❒ If the page was sent successfully, the Page column gives the total number of pages sent successfully.

**Reference**

"Fax Features", General Settings Guide



## Communication Failure Report

This report is printed when a document could not be successfully transmitted with Memory Transmission.

If the machine is set up to print a Communication Result Report, this report is not printed. Use it to keep a record of failed transmissions so you can send them again.

**Note**

- ❒ You can select whether the Communication Failure Report is automatically printed using the User Parameters (switch 04, bit 1) in the Fax Features menu.
- ❒ This report is only printed if the Communication Result Report is turned off and a document could not be successfully transmitted with Memory Transmission.
- ❒ You can select whether to include part of the original image on the report with the User Parameters (switch 04, bit 7) in the Fax Features menu.
- ❒ You can set whether or not to display a destination with the User Parameters (switch 04, bit 4) in the Fax Features menu.
- ❒ You can set whether or not to display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.
- ❒ The Pg(s) column gives the total number of pages. The Page Not Sent column gives the number of pages that could not be sent successfully.
- ❒ "Unprogrammed" indicates that the document could not be sent because the forwarding destination is not programmed.
- ❒ "--" indicates that the Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

**Reference**

"Fax Features", General Settings Guide

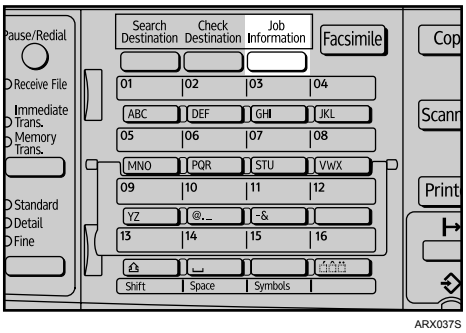
# Checking the Reception Result (RX File Status)

Confirm the reception result on the screen or in a report.

## Confirming on Display

Follow these steps to display the reception result.

**1** **Press the [Job Information] key.**

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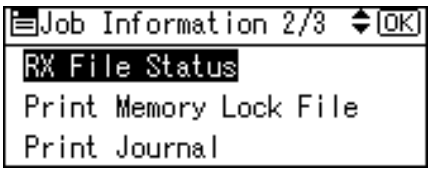
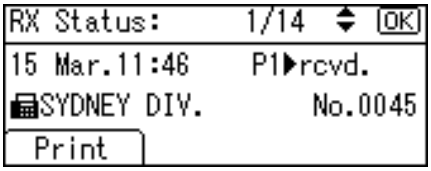
**2** **Select [RX File Status] using [▲] or [▼], and then press the [OK] key.**




**3** **Check the reception results using [▲] or [▼].**




When a fax or IP-Fax is received, the sender's fax number or Fax Header information appears. When an Internet Fax is received, the sender's e-mail address appears.

**4** **Press the [Escape] key twice.**

The standby display appears.

**Note**

- ❒ Only the reception results of the latest communications are displayed. For the maximum number of communication results you can check on this machine, see "Maximum Values".
- ❒ You can view received fax documents and their lists, using a network computer Web Image Monitor. For details, see the Web Image Monitor's Help.
- ❒ If a document is received while you are using this function, the result will not appear. To view the latest result, exit RX File Status, and then try again.
- ❒ You can program one of the User Function keys with operations for this function. Using the key allows you to omit steps 1 and 2.

**Reference**

p.177 "Maximum Values"

"Fax Features", General Settings Guide



## Confirming by Report

Print a report to confirm reception results.

### Journal

Print the Journal to confirm the latest reception results. For details, see "Journal".

**Reference**

p.143 "Journal"

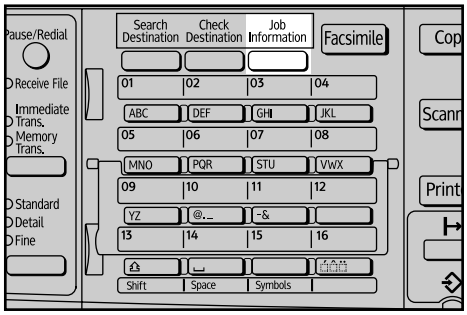
# Printing the Journal

You can print the Journal manually.

**Important**

❒ The contents of a Journal printed automatically are deleted after printing. Keep the journal if you require a record of transmissions and receptions.

**1** **Press the【Job Information】key.**

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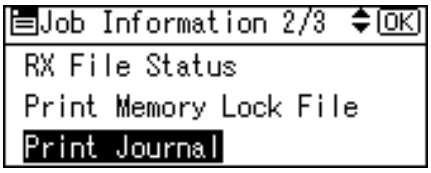
**2** **Select [Print Journal] using【▲】or【▼】, and then press the【OK】key.**




**3** **Press the【Start】key.**

To cancel printing after pressing the【Start】key, press the【Clear/Stop】key. The display returns to that of step **2**.

The display returns to that of step **2** after printing the Journal.

**4** **Press the【Escape】key.**

The standby display appears.

**Note**

❒ You can set whether the Journal is automatically printed after every 50 communications in User Parameters (switch 03, bit 7) in the Fax Features menu.

❒ Depending on security settings, the Journal is not automatically printed.

❒ You can set whether or not to display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.

❒ You can program one of the User Function keys with operations for this function. Using the key allows you to omit steps **1** and **2**.

❒ Depending on security settings, the Destination/Sender name may not appear.

❒ For the maximum number of communication results printed in the Journal, see “Maximum Values”.

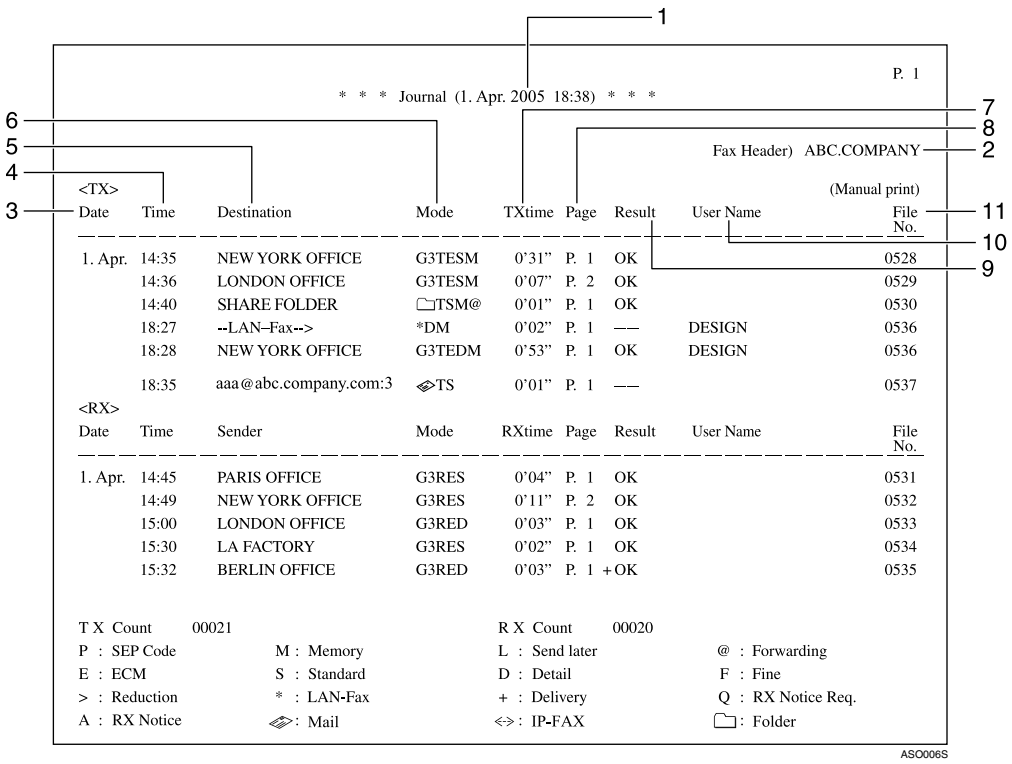
**Reference**

p.177 “Maximum Values”

“Fax Features”, General Settings Guide

## Journal

This section explains the items printed in the Journal.


1
P. 1
* * * Journal (1. Apr. 2005 18:38) * * *
6
5
4
3
7
8
2
Fax Header) ABC.COMPANY
(Manual print)
11
10
9
<TX>
Date Time Destination Mode TXtime Page Result User Name File No.
1. Apr. 14:35 NEW YORK OFFICE G3TESM 0'31" P. 1 OK 0528
14:36 LONDON OFFICE G3TESM 0'07" P. 2 OK 0529
14:40 SHARE FOLDER TSM@ 0'01" P. 1 OK 0530
18:27 --LAN–Fax--> *DM 0'02" P. 1 –– DESIGN 0536
18:28 NEW YORK OFFICE G3TEDM 0'53" P. 1 OK DESIGN 0536
18:35 aaa@abc.company.com:3 TS 0'01" P. 1 –– 0537
<RX>
Date Time Sender Mode RXtime Page Result User Name File No.
1. Apr. 14:45 PARIS OFFICE G3RES 0'04" P. 1 OK 0531
14:49 NEW YORK OFFICE G3RES 0'11" P. 2 OK 0532
15:00 LONDON OFFICE G3RED 0'03" P. 1 OK 0533
15:30 LA FACTORY G3RES 0'02" P. 1 OK 0534
15:32 BERLIN OFFICE G3RED 0'03" P. 1 +OK 0535
T X Count 00021
R X Count 00020
P : SEP Code
M : Memory
L : Send later
@ : Forwarding
E : ECM
S : Standard
D : Detail
F : Fine
> : Reduction
* : LAN-Fax
+ : Delivery
Q : RX Notice Req.
A : RX Notice
: Mail
: IP-FAX
: Folder
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### *1.* Printing date

Shows the date and time the report was printed.

### *2.* Programmed Fax Header

Shows the sender name programmed for printing.

### *3.* Date

Shows the transmission or reception date.

### *4.* Time

Shows the transmission or reception start time.

### *5.* Other end

- For fax destinations
  Shows the name (for display) programmed by the other end.
  Shows the programmed fax number if the name (for display) was not programmed.
  If neither name nor fax number was programmed by the other end, an entered fax number or a name programmed in a destination list is shown for transmissions.

- For Internet Fax destinations
  At time of transmission, it shows the e-mail address or name programmed in the destination list. At time of reception, it shows the e-mail address of the sender.
  At time of broadcasting transmission, it shows the number of destinations after the e-mail addresses or names of destination.
  When documents are transmitted from the computer to the machine, "--LAN-Fax -->" appears. To check if the documents are sent to the receiver, confirm the same File No.
- For IP-Fax destinations
  Shows the IP-Fax destination or name programmed in the destination list. The fax destination details appear on the reception report.
- For Folder destinations
  Shows the name programmed in the destination list.

### *6.* Communication mode

- For fax transmissions and receptions
  After "G3", "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols.
- For Internet Fax transmissions and receptions
  After ✉, "T" for outgoing e-mail or "R" for incoming e-mail, and the communication mode appear in alphabetical letters or symbols. Outgoing e-mail set for Reception Notice of E-mail Options is indicated by "Q", whereas "A" appears with reception notice e-mail.
- For IP-Fax transmissions and receptions
  After <->, "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols.
- For forwarding to the folder destinations
  After 🗀 and "T" for outgoing faxes, the communication mode appears in alphabetical letters or symbols.

### *7.* Communication time

Shows time taken for transmissions or receptions.

### *8.* Number of pages

Shows the number of pages transmitted or received.

### *9.* Communication result

Shows the result of transmissions or receptions.

OK: All pages were properly transmitted or received. When Reception Notice is activated using the Internet Fax E-mail Options, receipt of Reception Notice is shown. The results of received documents that were routed are preceded by "+".

--: The Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.) When using LAN-Fax, the results of communication from a computer to this machine are shown.

Error: A communication error occurred.

D: Power was disconnected during communication. Not all fax documents were transmitted.

### *10.* User name

Shows the sender's name.

### *11.* File number

Shows file management numbers.

**Note**

❒ To prioritize a fax number or name programmed in the destination list, contact your service representative.

## Transmitting Journal by E-mail

Use this function to send the Journal to the administrator's e-mail address.

The Journal is sent automatically after every 50 communications. A CSV format Journal is attached to the e-mail.

**Important**

- ❒ To transmit the Journal by e-mail, the optional printer/scanner unit must be installed.
- ❒ To transmit the Journal by e-mail, it is necessary to make settings with User Parameters (switch 21, bit 4) in the Fax Features menu.
- ❒ This machine does not store sent CSV files. It is recommended that you double-check the e-mail address of an administrator before the Journal is transmitted. If the e-mail address of the administrator is not correct, your important Journal may be lost. Sent CSV files are not left on the fax machine.

**Note**

- ❒ If the administrator's address is wrong, you may not be able to acquire the Journal.
- ❒ If the Journal fails to be transmitted in e-mail format, the Journal is printed out.
- ❒ The name of an attached CSV file is "JOURNAL+year, month, date, hours, minutes". For example, the file name transmitted in 14:40 on 20th, December, 2007 is "JOURNAL200712201440.csv".
- ❒ The subject of a Journal sent by e-mail begins with "Journal".

**Reference**

"Fax Features", General Settings Guide

### Journal by e-mail

If the setting is made so that the Journal is transmitted as e-mail, it is transmitted to the e-mail address of an administrator.

**Note**

- ❒ You can set whether or not to display a sender name with the User Parameters (switch 04, bit 5) in the Fax Features menu.
- ❒ To set the administrator e-mail address, see "System Settings", General Settings Guide.
- ❒ Depending on security settings, the Destination/Sender name may not appear.

**Reference**

p.94 "Requesting a Reception Notice"

"System Settings", General Settings Guide

"Fax Features", General Settings Guide

# Printing a File Received with Memory Lock

This is a security function designed to prevent unauthorized users from reading your documents. If Memory Lock is switched on, all received documents are stored in memory and are not automatically printed.

To print the documents, you have to enter the Memory Lock ID. When your machine has received a document with Memory Lock, the Receive File indicator blinks.

Before using this function, the following preparations are required in the Fax Features menu.

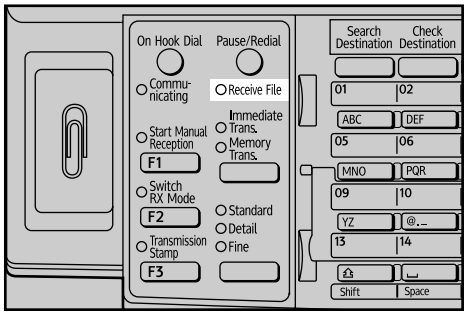
- Program your Memory Lock ID.
- Set Memory Lock to On.



**Important**

❒ If the main power switch is turned off for about twelve hours, all documents protected by Memory Lock are deleted. When this happens, the Power Failure Report is printed so you can confirm which documents have been deleted. For details, see "Troubleshooting When Using the Facsimile Function", Troubleshooting.

**1 Confirm that the Receive File indicator is blinking.**

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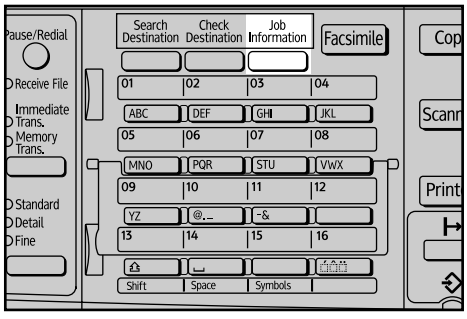
**2 Press the【Job Information】key.**

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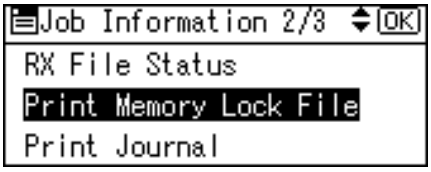
**3** **Select [Print Memory Lock File] using 【▲】 or 【▼】, and then press the 【OK】 key.**




If no documents were received while Memory Lock was switched on, the message "There are no memory lock files." is shown, and then the display returns to that of step **3**.

**4** **Enter a 4-digit Memory Lock ID with the number keys, and then press the 【Start】 key.**

If the Memory Lock ID does not match, the "Specified code does not match the programmed Memory Lock ID." message appears, and then the display returns to the previous screen. Retry after checking the Memory Lock ID.

**5** **Press the 【Escape】 key.**

The standby display appears.

**Note**

❒ Even when Memory Lock is available, if free memory is insufficient, reception is not possible.

❒ You can also apply a Memory Lock to documents that come only from certain senders.

❒ Documents received by SEP Code Reception are automatically printed even if this function is switched on.

❒ If you print a Memory Lock File, it is deleted.

**Reference**

"Fax Features", General Settings Guide

"Troubleshooting When Using the Facsimile Function", Troubleshooting

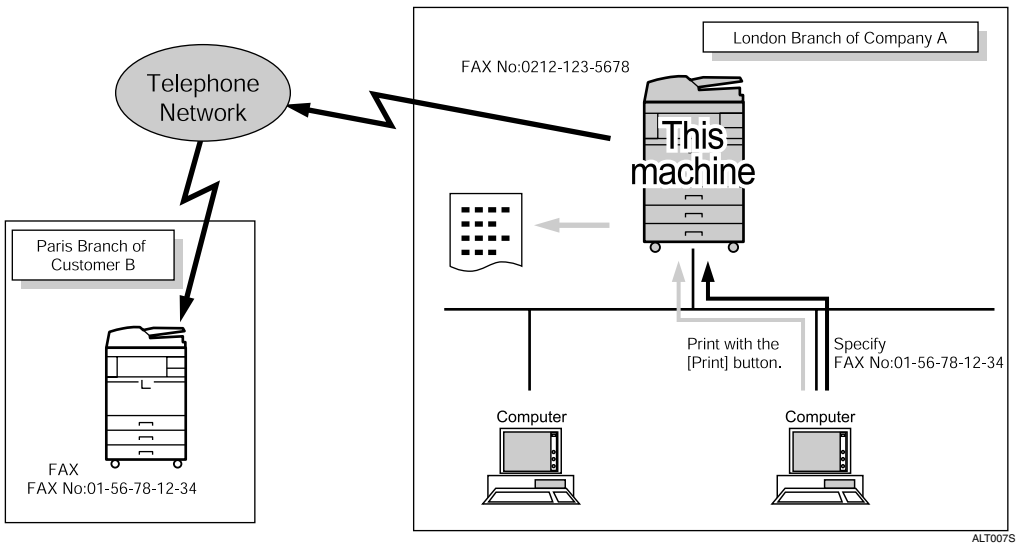
This section explains how to use this machine's facsimile function from a computer via a network.

# Sending Fax Documents from Computers

You can send a document created with a Windows application from a computer connected to the machine to another fax machine.

Connect computers to the machine via parallel port, LAN, IEEE 802.11b (wireless LAN), or USB 2.0.

- To send a fax, simply select **[Print...]** from the Windows application, then select LAN-Fax as the printer, and then specify a destination. LAN-Fax enables paperless faxing from your computer to the other destinations.
- In addition to sending faxes, the LAN-Fax Driver allows this machine to be used for printing out documents prepared on a computer for proof checking.
- To use the LAN-Fax Driver, connect this machine to computers and make the necessary network settings, and then install the LAN-Fax Driver and the related utilities on your computer.



**Important**

- ❒ To specify IP-Fax destinations or Internet Fax destinations, the optional printer/scanner unit must be installed.
- ❒ Errors occurring when the machine is used as a LAN-Fax will not be displayed on the computer. Check for errors by using a Web Image Monitor. See Web Image Monitor help.
- ❒ USB connection is not available when using the LAN-Fax function on Windows 98.
- ❒ If your operating system is Windows Me, download USB Printing Support for Windows Me from the supplier's Web site.
- ❒ The facsimile function of this machine cannot be used with IPv6.

**Note**

- ❒ It is recommended that you use a Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.



## Before Use

To use these features, a LAN-Fax Driver must be installed on your computer. Use the LAN-Fax Driver included on the printer CD-ROM. You must also make the required computer to fax network settings on the machine, according to the type of connection.

**Note**

- ❒ When a personal computer and the machine are connected in parallel: See "Preparing the Machine", Printer Reference.
- ❒ When using Ethernet or IEEE 802.11b (wireless LAN): See "Connecting the Machine", General Settings Guide.

**Reference**

"Connecting the Machine", General Settings Guide

"System Settings", General Settings Guide

"Preparing the Machine", Printer Reference

## Using the Software

This section provides information about LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor.

## LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

**Important**

❒ All operations cannot be guaranteed depending on the system environment.

❒ If your operating system is Windows NT 4.0, download LAN-Fax Driver for Windows NT 4.0 from the supplier's Web site.

❒ When you use Windows NT, LAN-Fax Driver will not work in an RISC base processor (MIPS R series, Alpha AXP, PowerPC) environment.

❖ **Location of the file**

The following folders are on the CD-ROM:

- LAN-Fax Driver for Windows 98/Me
  \DRIVERS\LAN-FAX\WIN9X_ME
- LAN-Fax Driver for Windows 2000/XP/Vista, Windows Server 2003
  \DRIVERS\LAN-FAX\XP_VISTA

❖ **Operating environment**

- Computer
  PC/AT compatible
- Operating systems
  Microsoft Windows 98/Me
  Microsoft Windows 2000/XP/Vista
  Microsoft Windows Server 2003
  Microsoft Windows NT 4.0
- Display
  VGA 640×480 pixels or more

**Note**

❒ Before beginning installation, exit all other applications.

## Address Book

Address Book helps you edit LAN-Fax transmission destinations.

❖ **Operating systems**

Microsoft Windows 98/Me
Microsoft Windows 2000/XP/Vista
Microsoft Windows Server 2003
Microsoft Windows NT 4.0

### LAN-Fax Cover Sheet Editor

LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

❖ **Operating systems**
Microsoft Windows 98/Me
Microsoft Windows 2000/XP/Vista
Microsoft Windows Server 2003
Microsoft Windows NT 4.0

### Auto Run program

The installers for various drivers and utilities launch automatically as Auto Run programs when you insert the CD-ROM.

LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor can be installed by Auto Run.



**Important**

❒ If the plug and play function starts, click **[Cancel]** in the **[New Hardware Found]**, **[Device Driver Wizard]**, or **[Found New Hardware Wizard]** dialog box, and then insert the CD-ROM. The **[New Hardware Found]**, **[Device Driver Wizard]**, or **[Found New Hardware Wizard]** dialog box appears depending on the system version of Windows 98/Me, Windows 2000/XP/Vista, Windows Server 2003, Windows NT 4.0.

❒ Auto Run might not work automatically with certain OS settings. If this is the case, double-click "Setup.exe", located on the CD-ROM root directory.

❒ If you want to cancel Auto Run, hold down the 【SHIFT】 key (when your system is Windows 2000/XP/Vista, Windows Server 2003, hold down the left 【SHIFT】 key) while inserting the CD-ROM. Keep the 【SHIFT】 key held down until the computer stops reading the CD-ROM.

❒ Clicking **[Cancel]** during installation aborts the installation. If you cancel the installation, restart your computer and install the rest of the software or printer driver.

**Note**

❒ If your operating system is Windows 2000/XP, Windows Server 2003, installing a printer driver using Auto Run requires Administrator permissions. When you install LAN-Fax Driver using Auto Run, log on using an account that has Administrator permissions.

## Installing Individual Applications

You need to install a LAN-Fax Driver on your computer before using the LAN-Fax functions. The LAN-Fax Driver is on the CD-ROM included with the machine.

Address Book and LAN-Fax Cover Sheet Editor are installed with the LAN-Fax Driver. Address Book helps you edit LAN-Fax transmission destinations. LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

Use the following procedure to install LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor at one time.

**Important**

- ❒ Before installing the above applications, install SmartDeviceMonitor for Client.
- ❒ If your computer's operating system is Windows Vista, you cannot use the following procedure to install the LAN-Fax Driver. Use the Windows **[Add a printer]** function instead. For details about the installation procedure, see "When installing on Windows Vista".

**1** **Quit all applications currently running.**

**2** **Insert the CD-ROM included with this machine into the CD-ROM drive of your computer.**

The installer launches automatically, and the language selection window appears.

Depending on your operating system settings, the installer may not launch automatically. If it does not, double-click "Setup.exe" in the CD-ROM root directory to launch the installer.

**3** **Select the interface language of the software, and then click [OK].**

**4** **Click [LAN-Fax Driver].**

The software license agreement window appears.

**5** **Read all of the terms and, if you agree, select [I accept the agreement.], and then click [Next].**

If you select **[I don't accept the agreement.]**, you cannot complete the installation.

**6** **Select the [LAN-Fax Driver] check box, and then click [Next].**

**7** **Confirm that the [Printer Name:<LAN-Fax M10>] check box is selected, and then click [Continue].**

Select the desired port.

**8** **Click [Finish].**

The installation completion dialog box appears.

**9** **Click [Finish].**

**10** **Click [Exit].**

**Reference**

p.154 "When installing on Windows Vista"

### When installing on Windows Vista

If your computer's operating system is Windows Vista, use the following procedure to install the LAN-Fax Driver on your computer:

1. **On the [Start] menu, click [Control Panel].**
2. **Click [Hardware and Sound].**
3. **Click [Printers].**
4. **Click [Add a printer].**
5. **Follow the instructions displayed by the Add Printer Wizard.**

   The LAN-Fax Driver for Windows Vista is located in \DRIVERS\LAN-FAX\XP_VISTA on the CD-ROM. If the installer starts automatically, click **[Cancel]** to stop it.

   In the **[Printers]** list, select **[LAN-Fax M10]**.



**Note**

❒ Available ports vary according to your Windows operating system or the type of interface. For details, see "Preparing the Machine", Printer Reference.

**Reference**

"Preparing the Machine", Printer Reference

## Setting LAN-Fax Driver Properties

This section explains how to set properties required for using the LAN-Fax Driver.

**Note**

❒ If your operating system is Windows 2000/XP/Vista, Windows Server 2003, Windows NT 4.0, log on using an account that has Administrator rights.

### Setting print properties

This section explains how to make settings such as paper size or resolution.

1. **On the [Start] menu, point to [Settings], and then click [Printers].**

   With Windows XP Professional, Windows Server 2003, select **[Printers and Faxes]** on the **[Start]** menu.

   With Windows XP Home Edition, select **[Control Panel]** on the **[Start]** menu. Next select **[Printers and Other Hardware]**, and then **[Printers and Faxes]**.

   With Windows Vista, select **[Control Panel]** on the **[Start]** menu. Next select **[Hardware and Sound]**, and then **[Printers]**.

2. **Select to highlight [LAN-Fax M10], then click [Properties] on the [File] menu.**

   With Windows NT, click **[Document Defaults...]** on the **[File]** menu.

   With Windows Vista, click **[Set printer properties]**.

3. **When using Windows 98/Me, click the [Paper] tab to set the following properties.**
   - Paper Size
   - Orientation
   - Tray
   - Resolution
   - Gray Scale
   - Print as Graphics

4. **When using Windows NT 4.0, set the following properties.**
   - Paper Size
   - Orientation
   - Tray
   - Resolution

5. **When using Windows 2000/XP/Vista, Windows Server 2003, click the [Printing Preferences...] button to set the following properties.**
   - Paper Size
   - Orientation
   - Tray
   - Resolution

6. **Click [OK].**

## Making settings for option configuration

Make settings for optional units installed in this machine.

1. **On the [Start] menu, point to [Settings], and then click [Printers].**

   With Windows XP Professional, Windows Server 2003, select **[Printers and Faxes]** on the **[Start]** menu.

   With Windows XP Home Edition, select **[Control Panel]** on the **[Start]** menu. Next select **[Printers and Other Hardware]**, and then **[Printers and Faxes]**.

   With Windows Vista, select **[Control Panel]** on the **[Start]** menu. Next select **[Hardware and Sound]**, and then **[Printers]**.

2. **Select to highlight [LAN-Fax M10], then click [Properties] on the [File] menu.**

   With Windows Vista, click **[Set printer properties]**.

3. **Click the [Accessories] tab, and then make the settings for the option configuration.**

4. **When the machine is connected to a network, option configuration is automatically performed. If the settings do not match the installed optional units, click [Load from Device].**

5. **When the machine is connected locally to your computer, select the check boxes for the installed optional units.**

6. **Click [Apply].**

   Option configuration settings are complete.

7. **Click [OK].**

**[Accessories] tab**

The **[Accessories]** tab contains the following items besides option configuration items.

- Prohibit manual destination entry
  Check this option to inhibit direct destination specification.
- Enable E-mail
  Check this when using Internet Fax with the LAN-Fax function.
- IP-Fax
  Check this option when using IP-Fax.
  After checking this option, select a protocol by clicking an appropriate radio button.

**Note**

❒ If the options on this machine are not configured as instructed, LAN-Fax functions may fail.

❒ When this machine is connected to a network via the "SmartDeviceMonitor for Client" port, option configuration is automatically performed. For details, see LAN-Fax Driver's Help.

## Basic Transmission

This section explains how to send fax documents created using Windows applications.

To send a fax, simply select **[Print...]** from the Windows application, then select **[LAN-Fax M10]** as the printer, and then specify a destination in the **[LAN-Fax]** dialog box.

Open the application document you want to send or create a new document, and then perform the following procedure.

For details, see Help.

**Important**

❒ When using SmartDeviceMonitor for Client, you cannot send documents to this machine using more than one LAN-Fax at the same time.

**1** **On the [File] menu, click [Print...].**

**2** **Select [LAN-Fax M10] in the [Name:] list.**

**3** **Click [OK].**

The LAN-Fax dialog box appears.

The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M10]** for the printer.

**4** **Specify the destination.**

For details about specifying a destination, see the LAN-Fax Driver's Help.

When user authentication is used with this machine, click **[User Settings...]**.

**5** **Specify necessary options.**

**6** **Click [Send].**

When you click **[Send & Print]**, the fax is sent to the destination and your machine prints a copy of the document you sent.

**Note**

❒ The machine can retain documents sent from a LAN-Fax Driver as files to be sent. For the maximum number of documents the machine can retain, see "Maximum Values".

❒ For the maximum number of destinations you can specify per file, see "Maximum Values".

**Reference**

p.158 “Specifying a destination using a destination list”

p.159 “Specifying a destination using Address Book”

p.160 “Specifying a destination by directly entering a fax number, Internet Fax destination, or IP-Fax destination”

p.161 “Specifying Options”

p.163 “Confirming Transmission Results by E-mail”

p.165 “Editing Address Book”

p.177 “Maximum Values”

## Specifying a destination using a destination list

**Important**

❒ To use a destination list to specify a destination, you must insert the machine's address book data into the destination table of the LAN-Fax Driver.



**1** **Click the [Address Book] or [Specify Destination] tab.**

The **[Address Book]** or **[Specify Destination]** tab appears.

**2** **Select the [Device Address] (or [Use device address]) check box.**

**3** **The machine's address is displayed in the [Device Address] field on the [Address Book] tab. On the [Specify Destination] tab, enter the registration number of the destination list in the [Device Address:] box.**

**4** **Click [Set as Destination].**

The entered destination is added and appears in the **[List of Destination:]** box.

If you add a destination by mistake, click the wrong destination, and then click **[Delete from List]**.

**5** **To specify more destinations, repeat steps 3 and 4.**

**Reference**

p.168 “Using the Machine's Address Book Data in the Destination List of the LAN-Fax”

## Specifying a destination using Address Book

**Important**

❒ In order to use this method, you need to register destinations in the address list using Address Book.

1. **Click the [Address Book] tab.**

   The **[Address Book]** tab appears.

2. **Select a CSV file containing the desired destination list, from the [Address Book:] dropdown menu.**

   Up to the three most recently used files appear in the dropdown menu. To use a destination list that did not appear, click **[Browse...]**, and then select the file.

3. **Select [Contact] or [Group] in the [Name:] dropdown menu as the display format.**

   Destination list contents change as follows, depending on the option selected:

   - Contact: Individual name, company name, department name, fax number
   - Group: Group name

   If you selected **[Group]**, proceed to step 5.

4. **If you selected [Contact] in step 3, select the type of fax from the [Type:] dropdown menu.**

   To send by standard fax or IP-Fax, select **[Fax]**. To send by Internet Fax, select **[E-mail]**.

5. **Click the destination in the destination list to highlight it, and then click [Set as Destination].**

   The selected destination is added and appears in the **[List of Destination:]** box.

   If you add a destination by mistake, click the wrong destination, and then click **[Delete from List]**.

   In the Address Book list box, directly enter the name you want to search for. You can then jump to the name you entered.

6. **To specify more destinations, repeat steps 2 through 5.**

**Note**

❒ Destination list contents can be narrowed down by selecting the first letter of a contact name, company name or group name in the **[Search]** dropdown menu.

### Specifying a destination by directly entering a fax number, Internet Fax destination, or IP-Fax destination

**1** **Click the [Specify Destination] tab.**

The **[Specify Destination]** tab appears.

**2** **Select the type of fax from the [Type:] dropdown menu.**

To send by standard fax or IP-Fax, select **[Fax]**. To send by Internet Fax, select **[E-mail]**.

After you select the fax type, the items corresponding to the selected type appear.

**3** **Specify the destination.**

Specify the destination depending on the selected fax type as follows:

- If you selected **[Fax]**: enter the fax number. To send by IP-Fax, enter the IP-Fax destination.
- If you selected **[E-mail]**: enter the e-mail address.

To enter a pause in the fax number, click **[Pause]**. If you selected **[E-mail]** in step **2**, **[Pause]** is not available.

**4** **Specify settings according to the type of fax transmission.**

Specify settings according to the type of fax transmission selected in step **2**, as follows:

- If you selected **[Fax]**, select a line or a protocol in the **[Line:]** list.
- If you selected **[E-mail]**, select the **[Do not use SMTP server]** check box if you want to bypass the SMTP server.

**5** **Click [Set as Destination].**

The entered destination is added and appears in the **[List of Destination:]** box.

If you add a destination by mistake, click the wrong destination, and then click **[Delete from List]**.

**6** **To specify more destinations, repeat steps 2 through 5.**

**Note**

❒ For the maximum number of digits for a destination, see "Maximum Values".

**Reference**

p.42 "Sending Over a Fax Line"
p.44 "Sending by IP-Fax"
p.48 "Sending to an E-mail Address"
p.177 "Maximum Values"

## Specifying Options

You can specify the options in the following list.

For details about transmission options, see the LAN-Fax Driver's Help.

- Sending at specific time
- Print Fax Header
- Attach a Cover Sheet
- Preview
- Save as file

### To send a fax document at a specific time

1. **Click [Send Options].**

   The **[Send Options]** tab appears.

2. **Select the [Sending at specific time] check box, and then specify a transmission time.**

### To print a sender stamp

1. **Click [Send Options].**

   The **[Send Options]** tab appears.

2. **Select the [Print Fax Header] check box.**

### To attach a cover sheet

1. **Click [Send Options].**

   The **[Send Options]** tab appears.

2. **Select the [Attach a Cover Sheet] check box.**

   A cover sheet is attached to the document you are sending.

   Click **[Edit Cover Sheet...]** to edit the cover sheet.

   **Reference**

   p.168 “Editing Fax Cover Sheets”

### To display preview

Selecting the **[Preview]** check box allows you to check how the fax document will be output at the destination.

1. **Click [Send Options].**
   The **[Send Options]** tab appears.
2. **Select the [Preview] check box.**
3. **Click [Print], [Send] or [Send & Print].**
   The **[Preview]** window appears.
4. **Click [Next] or [Previous] to check the image.**
   To close the **[Preview]** window, click **[Cancel]**.



### Saving as files

You can save the fax document in TIFF format (TIFF-F).

1. **Click [Send Options].**
   The **[Send Options]** tab appears.
2. **Select the [Save as file] check box.**
3. **Click [Save to...].**
4. **Select a folder on the folder tree.**
5. **Select a method of file naming.**
   To enter a file name manually, select the **[Specify file name when saving]** check box. To have the file assigned a name and saved automatically, select the **[Automatically create a new file]** check box.
6. **Click [OK].**
7. **Click [Save] or [Save & Send].**
   If you select **[Automatically create a new file]**, the image file is assigned a name and saved under the specified folder.
   The file name will be RicHHMMSS.tif (HH: hours, MM: minutes, SS: seconds).
8. **Enter a file name.**
   You can also change the folder in this step.
9. **Click [Save].**
   The image file is saved in the specified folder.

**Note**

❒ Single-page documents are saved as single TIFF files, and multiple-page documents are saved as multiple TIFF files.

## Checking Transmission Using LAN-Fax Driver

From "SmartDeviceMonitor for Admin", "SmartDeviceMonitor for Client", or Web Image Monitor, you can check information about files sent using LAN-Fax Driver. For the maximum number of transmission results you can check, see "Maximum Values".

Also, you can save the contents of the Journal in a personal computer as a CSV file using **[Load Fax Journal]** in "SmartDeviceMonitor for Admin".

**Note**

❒ When data is transmitted from the LAN-Fax Driver via the "SmartDeviceMonitor for Client" port, the "Data-transmission complete." message appears on the computer's display, so you can easily ascertain the communication progress. However, if the volume of communication data from the LAN-Fax to this machine increases, the message may appear during the operation, due to the differences in memory capacity between this machine and "SmartDeviceMonitor for Client". For more accurate fax transmission results, use "E-mail TX results".

❒ The job history may differ from the machine's transmission results. In that case, refer to the machine's transmission results.

❒ See the relevant Help for details.

**Reference**

p.177 "Maximum Values"

## Confirming Transmission Results by E-mail

After communicating in the LAN-Fax mode, this function transmits the communication results with the computer by e-mail.

**Important**

❒ To confirm transmission results by e-mail, the optional printer/scanner unit must be installed.

When you have done **[Send]** or **[Send & Print]** using the LAN-Fax, and when the communication was successful, it transmits e-mail of the transmission result.

Result notification e-mail is sent when printing is complete, or if an error occurs during communication between this machine and a computer.

**1 Click the [E-mail Settings] tab.**

**2 Select the [Notify] check box under [E-mail TX results].**

**3** **Enter the destination.**

When entering the e-mail address directly, click the **[Specify destinations]** radio button, and then enter the e-mail address in the **[Specify destinations]** field.

When entering the machine's programmed address, click the **[Device Address]** radio button, and then enter the registration number of the destination list in the **[Device Address]** box.

The **[Device Address]** box is unavailable when **[Specify destinations]** is selected, and you cannot enter anything in the text box.

**4** **Click [Send] or [Send & Print].**

**Note**

❒ You can confirm transmission results using the E-mail TX Result function and the Communication Result Report. You can set whether to use both of these together in User Parameters (switch 10, bit 6) in the Fax Features menu.

❒ If there be any insufficient configurations in the e-mail menu on this machine, or if "Auto Specify Sender Name" is set to "Off", the LAN-Fax result notification e-mail is not transmitted, and the LAN-Fax Result Report is printed. See "Connecting the Machine", General Settings Guide for the e-mail settings, and see "LAN-Fax Result Report" for the LAN-Fax Result Report.

**Reference**

p.138 "Communication Result Report (Memory Transmission)"

p.164 "LAN-Fax Result Report"

"Connecting the Machine", General Settings Guide

"Fax Features", General Settings Guide

## LAN-Fax Result Report

This section explains the LAN-Fax Result Report.

If "E-mail TX results" is set to "Notify", if there be any insufficient configurations in the e-mail menu on this machine, or if "Auto Specify Sender Name" is set to "Off", the LAN-Fax result notification e-mail is not transmitted, and the LAN-Fax Result Report is printed. If the "E-mail TX Result" of "Sender Settings" has not been set at "E-mail", the LAN-Fax Result Report is printed.

**Note**

❒ Whether or not the LAN-Fax Result Report is printed, can be configured with User Parameters (Switch 20, bit 0) in the Fax Features menu.

❒ When executing **[Send]** or **[Send & Print]** with the LAN-Fax Driver, and when the E-mail TX Result Report has not arrived, the Communication Result Report is printed.

**Reference**

p.138 "Communication Result Report (Memory Transmission)"

"Fax Features", General Settings Guide

## Printing and Saving

You can print documents created using Windows applications.

Open the application document you want to print or create a new document, and then perform the following procedure.

For details about printing the fax image, see the LAN-Fax Driver's Help.

**1 On the [File] menu, click [Print...].**

**2 Select [LAN-Fax M10] in the [Name:] list, and then click [OK].**

The **[LAN-Fax]** dialog box appears.

The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M10]** for the printer.

**3 Click [Print] or [Send & Print].**

**Note**

❒ You can also save documents in TIFF format. For details about saving in TIFF format, see "Saving as files".

❒ You can select the length of time the machine keeps document data in memory if print failed due to problems such as paper shortage or paper jams. Make this setting with User Parameters (switch 20, bit 2, 3, 4, 5) in the Fax Features menu. Data is deleted when the specified length of time elapses.

**Reference**

p.162 "Saving as files"

"Fax Features", General Settings Guide

## Editing Address Book

You can program and edit destinations in the address list using the Address Book.

For details about the Address Book, see the LAN-Fax Driver's Help.

**Note**

❒ You can use files created in CSV format as Address Book data. For this purpose, create CSV files that conform to a certain format. For more information, see Help.

## Programming new destinations

1. **On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [Address Book].**

   The **[Address Book]** dialog box appears.

   If LAN-Fax Driver has already started up, click **[Edit Address Book...]**.

2. **Click [New/Browse...], and then select the CSV file containing the address list to be edited.**

3. **Enter the destination and name.**

   You can enter a contact name, company name, department name, fax number, e-mail address, and IP-Fax address. The name and destination (Fax Number, E-mail address or IP-Fax address) cannot be omitted.

4. **Click [Add].**

   The destination is added to the destination list.

5. **Click [Close].**

6. **If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

   If you do not want to save the changes and want to quit editing, click **[No]**.

   To return to the editing display, click **[Cancel]**.

   The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

**Note**

- To program the contents of the destination list of this machine to the Address Book, select the **[Use device address]** check box, then enter the destination list's registration number in the **[Device Address:]** field.
- For **[Line:]** under **[Fax Number:]**, the following line types are selectable; G3, G3-2, G3-3, G4, G3 Dir. Auto, G3 PABX Auto, or I-G3. However, this machine supports G3 only.
- For **[Protocol:]** under **[IP-Fax address:]**, select **[H.323]** or **[SIP]**.
- To bypass the SMTP server, under the **[E-mail address:]** box, select the **[Do not use SMTP server]** check box.

### Editing programmed destinations

1. **On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [Address Book].**
   The **[Address Book]** dialog box appears.
   If LAN-Fax Driver has already started up, click **[Edit Address Book...]**.
2. **Click [New/Browse...], and then select the CSV file containing the address list to be edited.**
3. **Select the destination you want to edit so it is highlighted in the list.**
4. **Edit the data.**
5. **Click [Update].**
6. **Click [Close].**
7. **If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**
   If you do not want to save the changes and want to quit editing, click **[No]**.
   To return to the editing display, click **[Cancel]**.
   The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

### Deleting programmed destinations

1. **On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [Address Book].**
   The **[Address Book]** dialog box appears.
   If LAN-Fax Driver has already started up, click **[Edit Address Book...]**.
2. **Click [New/Browse...], and then select the CSV file containing the address list to be edited.**
3. **Select the destination you want to delete so it is highlighted in the list.**
4. **Click [Delete].**
5. **Click [Yes].**
6. **Click [Close].**
7. **If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**
   If you do not want to save the changes and want to quit editing, click **[No]**.
   To return to the editing display, click **[Cancel]**.
   The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

## Using the Machine's Address Book Data in the Destination List of the LAN-Fax

You can save information about fax destinations registered to this machine in a personal computer as a CSV file using "Address Management Tool" in "SmartDeviceMonitor for Admin". Saved CSV files can be inserted into the destination table of the LAN-Fax Driver by selecting **[New/Browse...]** in Address Book. Save the file again for the LAN-Fax Driver.

**Note**

❒ When destinations registered in groups by this machine are inserted into Address Book, each person's destination is determined according to the following order of priority (check before inserting and changing the order of priority, if necessary): IP-Fax destination → Fax number → Mail address

❒ You may not be able to use the machine when it is updating the Address Book using CSV files (retrieved using SmartDeviceMonitor for Admin) that contain user codes.

❒ For details, see "SmartDeviceMonitor for Admin" Help.

5

## Editing Fax Cover Sheets

LAN-Fax Cover Sheet Editor allows you to edit the format for fax cover sheets.

**Important**

❒ It is necessary to create a cover sheet file before attaching a cover sheet to fax document using LAN-Fax Driver.

### Creating a cover sheet

Use the following procedure to create a fax cover sheet.

You can edit the following items using LAN-Fax Cover Sheet Editor.

- Company name as destination information
- Department name as destination information
- Contact name as destination information
- Company name as sender information
- Department name as sender information
- Contact name as sender information
- Telephone number as sender information
- Fax number as sender information
- Date
- Message

1. **On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [LAN-Fax Cover Sheet Editor].**

   The **[LAN-Fax Cover Sheet Editor]** dialog box appears.

2. **Edit the cover sheet.**

   For details about operations, see Help.

3. **Click [Save as...] on the [File] menu.**

4. **Select a folder, and then enter a file name.**

5. **Click [Save].**

**Note**

❒ Cover sheet data is stored in its own format (using "fcp" as its extension).

### Attaching a created cover sheet

Use the following procedure to attach a created cover sheet file to a fax document.

1. **On the [File] menu, click [Print...].**

2. **Select [LAN-Fax M10] in the [Name:] list, and then click [OK].**

   The **[LAN-Fax]** dialog box appears.

3. **Click [Edit Cover Sheet...].**

   The **[Cover Sheet]** dialog box appears.

4. **Select a cover sheet file from the dropdown list or after clicking [Browse...] in [Select Cover Sheet].**

   The selection made in **[Select Cover Sheet]** is not canceled unless you select another file. If you want to change only destination information, omit this step and proceed to step 5.

5. **Select the type of information from [To:].**

   You can select **[Use Address Book]**, **[To Whom It May Concern]**, **[Edit Names]**, or **[(None)]**. Selecting **[Edit Names]** allows you to enter company, department, and contact names.

6. **To print the date, select the [With a Date] check box.**

7. **Enter the sender information.**

   You can enter company, department, and contact names, and telephone and fax numbers.

   To add a message, select the **[With a Message]** check box, and then enter a message.

8. **Click [OK].**

9. **Specify a destination.**

⑩ **Click the [Send Options] tab, and then select the [Attach a Cover Sheet] check box.**

⑪ **Click [Send] or [Send & Print].**

## Managing Facsimile Functions Using SmartDeviceMonitor for Admin

You can check information about this machine's fax functions using a computer and save files on a computer using SmartDeviceMonitor for Admin.

**Note**

❒ For details about SmartDeviceMonitor for Admin and its installation, see "Monitoring and Configuring the Printer", Network Guide.

❒ For details, see Network Guide and SmartDeviceMonitor for Admin Help.

**Reference**

"Monitoring and Configuring the Printer", Network Guide

## LAN-Fax Operation Messages

This section explains typical operation error messages displayed on the computer when using the LAN-Fax Driver, and solutions to those messages.

| Message | Causes and Solutions |
|---|---|
| Cannot connect to the device. | Check the network connection.<br>Check that the power is turned on. |
| The number of entries in Destinations exceed the limits. Up to 300 entries can be entered. | The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 300. |
| "LAN-Fax" has already been launched. Cannot launch it again. | The **[LAN-Fax]** dialog box is already open. Quit LAN-Fax once, and then start it up again. |
| Failed to allocate memory. | Available memory on the computer is insufficient. Quit applications currently not in use. |

# Programming Destination Information from Web Browser

If the receiving machine is compliant with T.37 full mode Internet Fax, you can program the receiver's properties from Web Image Monitor. You can program the following properties:

- Compression type
- Paper size
- Resolution

**Note**

❒ It is recommended that you use a Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

❒ You can also check and manage the documents using DeskTopBinder.

❒ For a detailed description, see Help for Web Image Monitor.

❒ When a receiver that is programmed as full mode in the Address Book returns a Reception Notice e-mail, the contents of the newly received e-mail overwrite the existing information.

**Reference**

p.27 “T.37 Full Mode”

“System Settings”, General Settings Guide

“Monitoring and Configuring the Printer”, Network Guide

## To Edit Machine Properties Already Programmed

Follow these steps to use Web Image Monitor to edit information about the destination machine registered in the Address Book.

**1 Start the Web browser.**

**2 Enter the IPv4 address of the machine you want to monitor after “http://” in the address field.**

The top screen is displayed.

**3 Click [Login], and then enter the Administrator's name and password.**

**4 Click [Address Book] in the left pane.**

The Address Book is displayed.

**5 Click the radio button to the left of the machine you want to modify, and then click [Change].**

The **[Change User]** page appears.

**6** **Set the properties for Internet Fax data format other than the mode selection.**

If you change the mode to "Simple Mode", you cannot set machine properties.

**7** **Click [OK] at the upper or lower left of the screen.**

To cancel the setting, click **[Cancel]** at the upper or lower left of the screen.

The Address Book is displayed.

**8** **Close the Web browser.**

## To Add New Receiver

Follow these steps to use Web Image Monitor to add a new destination to the Address Book.

**1** **Start the Web browser.**

**2** **Enter the IPv4 address of the machine you want to monitor after "http://" in the address field.**

The top screen is displayed.

**3** **Click [Login], and then enter the Administrator's name and password.**

**4** **Click [Address Book] in the left pane.**

The Address Book is displayed.

**5** **Click [Add User].**

The **[Add User]** page appears.

**6** **Enter the registration number, name, and e-mail address, then set the necessary properties.**

You can set the Internet Fax data format after entering the e-mail address.

**7** **Click [Full Mode] under [Internet Fax Data Format], and set the properties according to the receiver's properties.**

If you change the mode to "Simple Mode", you cannot set machine properties.

**8** **Click [OK] at the upper or lower left of the screen.**

To cancel the setting, click **[Cancel]** at the upper or lower left of the screen.

The Address Book is displayed.

**9** **Close the Web browser.**

# 6. Appendix

This section explains features and specifications of the facsimile function.

## Programming Frequently Used Functions to User Function Keys

For time saving and convenience, register frequently used functions to User Function keys (【F1】, 【F2】, and 【F3】).

You can register the following functions to User Function keys:

- Print Journal
- TX File Status
- RX File Status
- 2 Sided TX (option)
- Print Fax Header
- Forwarding
- Switch Reception Mode
- Start Manual Reception
- Sender Settings
- Transmission Stamp
- E-mail Options (option)
- Print TX Status Report
- Manual E-mail Reception (option)
- Select Line/SMTP (option)
- SUB/SEP Code
- Specify Dest. Reg. No.
- ✶Not programmed

**Reference**

"Fax Features", General Settings Guide

# Specifications

## ❖ Fax Transmission and Reception

| | |
|---|---|
| Standard | G3 |
| Resolution | G3:<br>8 × 3.85/mm, 200 × 100 dpi (Standard character),<br>8 × 7.7/mm, 200 × 200 dpi (Detail character),<br>8 × 15.4/mm (Fine character) |
| Transmission time | G3: 3 seconds at 28,800 bps, Standard resolution<br>(JBIG transmission: 2 seconds) |
| Data compression method | MH, MR, MMR, JBIG |
| Maximum original size | Standard size: A3, 11" × 17"<br>Custom size: 297 × 1200 mm, 11" × 47" |
| Maximum scanning size | 297 × 1200 mm, 11" × 47" |
| Print process | Printing on standard paper using a laser |
| Transmission speed | G3:<br>33,600 / 31,200 / 28,800 / 26,400 / 24,000 / 21,600 / 19,200 / 16,800 / 14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400bps<br>(auto shift down system) |

## ❖ Power Consumption

| | |
|---|---|
| Immediate Transmission | approx. 150 W |
| Memory Transmission | approx. 130 W |
| Memory Reception | approx. 130 W |
| Reception | approx. 510 W |

### ❖ IP-Fax Transmission and Reception

| | |
|---|---|
| Network | LAN: Local Area Network<br>Ethernet/10base-T, 100base-TX, IEEE802.11b (wireless LAN) |
| Scan line density | 8 × 3.85/mm, 200 × 100 dpi (Standard character),<br>8 × 7.7/mm, 200 × 200 dpi (Detail character),<br>8 × 15.4/mm (Fine character) |
| Maximum original size | Standard size: A3□, 11" × 17"<br>Custom size: 297 × 1200 mm, 11" × 47" |
| Maximum scanning size | 297 × 1200 mm, 11" × 47" |
| Transmission protocol | Recommendation: T.38, TCP, UDP/IP communication, SIP (RFC 3261 compliant), H.323 v2 |
| Compatible machines | IP-Fax compatible machines |
| IP-Fax transmission function | Specify an IPv4 address and send faxes to an IP-Fax compatible fax through a network.<br>Also capable of sending faxes to a G3 fax connected to a telephone line via a VoIP gateway. |
| IP-Fax reception function | Receive faxes sent from an IP-Fax compatible fax through a network.<br>Also capable of receiving faxes from a G3 fax connected to a telephone line via a VoIP gateway. |

### ❖ Internet Fax Transmission and Reception

| | |
|---|---|
| Network | LAN : Local Area Network<br>Ethernet/10Base-T, 100Base-TX, IEEE802.11b (wireless LAN) |
| Transmit function | E-mail |
| Scan line density | 200 × 100 dpi (Standard character), 200 × 200 dpi (Detail character), 200 × 400 dpi (Fine character) *1 |
| Original size : Scanning width | A3 *1 , B4 JIS *1 , A4 |
| Communication Protocols | • Transmission<br>SMTP, TCP/IP<br>• Reception<br>POP3, SMTP, IMAP4, TCP/IP |
| E-mail format | Single/Multi-part, MIME Conversion<br>Attached file forms: TIFF-F (MH, MR *1 , MMR *1 compression) |
| Authentication method | SMTP-AUTH, POP before SMTP, A-POP |
| Internet communication | Send and receive e-mail with a computer that has an e-mail address |
| E-mail send functions | Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only. |
| E-mail receive functions | Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only. |

*1 Full mode

## Specifications Required for the Internet Fax Destination Machines

This machine can communicate with Internet Fax machines that satisfy the following specification requirements.

When communicating with full mode compatible machines, you can take advantage of higher specifications for coding, original size, and resolution. For details about the specifications available in full mode, see "Internet Fax Transmission and Reception" in "Specifications".

| | |
|---|---|
| Communication protocols | • Transmission<br>SMTP<br>• Reception<br>POP3, SMTP, IMAP4 |
| E-mail format | • Format<br>MIME, Base64<br>• Content-Type<br>Image/tiff<br>Multipart/mixed (text/plain, Image/tiff (attached file forms)) |
| Data format | • Profile<br>TIFF Profile S<br>• Coding<br>MH<br>• Original size<br>A4<br>• Resolution (dpi)<br>200 × 100/200 × 200 or 204 × 98/204 × 196 |

**Reference**
p.174 "Specifications"

# Maximum Values

The following list contains the maximum value for each item.

| Item | Description |
|---|---|
| Memory | 4 MB |
| Number of documents you can store in memory for Memory Transmission | 200 |
| Number of pages you can store in memory (using A4 Standard <ITU-T #1 Chart>) | Approx. 320 |
| Number of destinations you can register in the destination list | 150 |
| Number of groups you can register | 10 |
| Number of destinations you can register in a group | 100 |
| Number of destinations you can specify per file | 300 |
| Number of destinations you can specify for all files (including files in memory) | 300 |
| Number of destinations you can search for at a time | 100 |
| Number of redials the machine can store | 10 |
| Number of digits for a destination | 128 |
| Number of characters you can enter in the e-mail subject line | 128 |
| Number of digits for a SEP/SUB/PWD/SID Code | 20 |
| Number of communication results you can check on this machine | 100 |
| Number of communication results printed in the Journal | 50 |
| Number of special senders you can register | 30 |
| Number of LAN-Fax Driver transmission results you can check from a network computer "SmartDeviceMonitor for Admin", "DeskTopBinder", or Web Image Monitor. | 70 |
| Number of documents sent from a LAN-Fax Driver that the machine can retain as files to be sent | 200 |

**Note**

❒ The maximum number of pages that can be stored or transmitted may decrease depending on the contents of documents.

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AE (AE) D327-7624